State of Tennessee
Department of Finance & Administration

Travel **R**eimbursement **I**nformation **P**rocessing **S**ystem (TRIPS)
Agency Setup & Maintenance Procedures Guide

Revised November 1, 2004

Contents

Agency Setup Procedures

The following steps must be completed by each Agency before implementing TRIPS. Steps 1 - 4 should be undertaken as soon as possible.

1. Identify locations having travelers
2. Define Approval Chains
3. Define Shared Service Groups
4. Obtain employee information
5. Define mileage reimbursement rules
6. Identify STARS Batch Agency
7. Request access to reports
8. Identify and obtain training for Agency Administrators
9. Authorize and activate Agency Administrators
10. Identify and obtain training for Agency trainers
11. Enter Approver information and assign Approval Privileges in TRIPS
12. Create Approval Chains in TRIPS
13. Create Shared Service Groups
14. Enter employee information in TRIPS
15. Train users
16. Assign TRIPS passwords to Users
17. Users change passwords and enter personal information

Procedural questions should be directed to the TRIPS Statewide Administrator, Division of Accounts, Department of Finance & Administration (see page 43).

1. Identify Locations Having Travelers

TRIPS transmits large amounts of data back and forth across the Internet/Intranet. Therefore, system performance can be slow without sufficient communications "bandwidth". Each office location having potential TRIPS users must be identified in order to evaluate its communications capabilities. The following information is needed to properly assess communications needs:

(1). Physical (street) address of each office
(2). Number of employees based at each office who regularly submit travel claims
(3). Approximate total number of travel claims submitted from each office during a year
(4). Number of supervisors at each office having travel claim approval responsibilities

Send this information to a Statewide Administrator (see page 43) as soon as possible.

2. Define Approval Chains and Procedures

Document the Agency approval process in the form of TRIPS Approval Chains. An Approval Chain is a group of Approvers assigned to authorize, in a specified progression, the Expense Reports of one or more employees. An Approver is any employee who will review an Expense Report and OK its payment (includes Agency pre-auditors).

Approval Chains should reflect common approval authority for all employee reimbursable (out-of-pocket) expenses, not travel expenses alone. Each employee must be associated with at least one Approval Chain.

Approval Chains may include 2-5 levels, or steps, of approval. Approval Chains with a single Approver are not permitted. A *typical* Chain might include:

First Level: A supervisor of the employee with authority to authorize employee reimbursable expenditures

Second Level: An Agency Fiscal Office employee who will pre-audit the Expense Report

Third Level: An Agency Fiscal Office employee with authority to release the Expense Report for payment in STARS.

Note: After the last Approver in a Chain has approved an Expense Report, that report/claim will automatically batch to STARS

Procedure:

(1) Identify Approvers. Designate an Approver Type for each Approver. The default Approver Type is "N" (normal). An Approver Type of "Y" (minimal) is also available. The following table lists the privileges for each Approver Type. A **N**ormal Approver would have the authority to change most elements of an Expense Report. If a Type other than the two listed is required, contact a Statewide Administrator.

Approver Type	Reduce Expense Amount	Alter STARS Financial Codes	Alter Expense Type	Alter Category (Object Code)	Alter any Split of Financial Codes	Alter Services/ Goods Provider	Alter Expense Line Purpose	Alter Location of Expense
N *(Normal)*	Yes	Yes	Yes	No*	Yes	Yes	Yes	No**
Y *(Minimal)*	Yes	No	No	No	No	No	No	No

* It is not permissible to alter a Category as doing so could delete data.

** Locations cannot be modified in Per Diem type expense reports because to do so would permit the reimbursement amount for Meals & Incidentals to be increased.

(2) Assign a meaningful name to the Approval Chain. The name must begin with the STARS Allotment code, using a period between the Department and Division codes (e.g., 317.05). The balance of the name is at Agency discretion. It should be sufficiently descriptive and alphabetized in such a way as to permit identifying the Chain from among statewide a list of thousands. 23 characters are available, after the Allotment Code.

Example: *317.05 ACCOUNTS ADMINISTRATION*

Note: The name may be changed at any time without affecting the functionality of the Approval Chain.

(3) Document Approval Chains, ensuring that an appropriate Chain is available for each potential Submitter. Form FA 0962, *Approval Chain Structure with Assigned Employee Information* (found in the Appendix and available in Excel format from a Statewide Administrator), may be useful in documenting Chains and the Submitters who use those Chains.

a. Identify an alternate Approver for each primary Approver in the Chain (optional but recommended). The alternate will serve as a Proxy Approver when the primary Approver is unavailable for an extended period. The Alternate Approver must be assigned the same Approver Type as the Primary Approver.

b. Approval Chains may be tailored to bypass an approval level based on a threshold (specified dollar amount of an Expense Report - e.g., the fourth level Approver is skipped for all Expense Reports under $1,000.00). This feature might be used to route high cost Expense Reports to a Director or Department Head. Approver levels that are required to review all Expense Reports will retain the default threshold of $0.00. Identify any Approvers with thresholds greater than $0.00.

Approval Chain Summary:

- Assign a meaningful name
- Document the progression of the approval process (levels of approval)
- For each level in the Approval Chain, document:
  - Primary Approver name and Social Security Number (SSN is needed for Login ID)
  - Alternate Approver name and Social Security Number (optional - for instances where the primary Approver is unavailable)
  - Approver Type (must be the same for Primary and Alternate Approvers) – default is "**N**ormal" with full privileges.
  - Threshold amount below which the approval level will be skipped (optional – Approvers who must see <u>all</u> Expense Reports will retain the default threshold of $0.00)

Agencies are free to use any data collection tool of their choosing. Form FA 0965, *Approval Chain Structure* (found in the Appendix and available in Excel format from a Statewide Administrator), and Form FA 0962 are two pre-defined alternatives.

Administrative Procedures:

Establish and document internal procedures, including the following:

(1) Timeframes for approvals and use of alternate Approvers

(2) Handling of receipts (e.g., use of special envelopes and/or printed Expense Reports as transmittal and control documents)

3. Define Shared Service Groups

Some employees will not have access to TRIPS and, therefore, require their Expense Reports be submitted by an employee (Proxy Submitter) who does have access. TRIPS calls this process "**Shared Service**". Affected employees must be assigned to **Shared Service Groups**.

- An employee may be in more than one Group.
- A Proxy Submitter can be granted access privileges to a single Group.
- More than one Proxy Submitter can have access to the same Group. Alternate Proxy Submitters may be assigned access privileges temporarily when the normal Proxy Submitter is unavailable.

The number and makeup of Shared Service Groups will vary by agency. Issues to consider:

- It is important that the members of a Group be in direct contact with their Proxy Submitter. The group members will need to provide paper documentation to the Proxy Submitter and the latter will often require additional information from the Group members.
- The Group should not be so large as to create an excessive amount of work for the Proxy Submitter.
- Groups would normally be made up of employees within the same Allotment Code (division) but employees of different divisions may be grouped together so long as they are all within the same agency.

Procedure:

(1) Identify employees requiring Shared Service proxy submission

(2) Group employees, giving consideration to the above issues.

(3) Determine e-mail addresses for each employee in the Group. If an employee does not have an address at which s/he regularly receives mail, it may desirable to make her/his TRIPS e-mail notification address that of the Proxy Submitter.

(4) Assign a Shared Service Group name: A naming convention is necessary as all Groups within the State are contained in the same system table. Each Group's name must begin with the Allotment Code (STARS Department + Division) associated with the employees in the Group. If the employees in the Group are not in the same Allotment Code, use the Administering Agency code. The format for the name is as follows: the 3-digit Department number, followed by a "period", followed by the 2-digit Division number, followed by a space, followed by a descriptive term(s) created by the agency. Thirty characters are available for the name (the Allotment Code identifier plus 23 characters).
Example: *343.60 CLAIBORNE OFFICE*

(5) Identify primary and alternate Proxy Submitters for each Group.

Agencies may document Shared Service Groups in any reasonable manner. Form FA 0991 *Shared Service Group with Assigned Proxy Submitter* (found in the Appendix and available in Excel format from a Statewide Administrator) can be used.

4. Obtain Employee Information

Obtain the following information for each State employee who will be using TRIPS. It is unnecessary to obtain information on employees who will not be submitting claims for expense reimbursement. Agencies may collect this information using any tool. A sample User Administration Data Collection form (FA 0966) is included in the Appendix. This form is available in Microsoft Excel format from a Statewide Administrator.

Note that TRIPS will automatically record some information via default settings and a daily interface from the Department of Personnel's Shared Employee Information System (SEIS). Information in TRIPS must be verified or changed based on the data collected during this step.

Employee Information			
Information	**Purpose**	**Comments**	**TRIPS Default**
Employee Name	Identify User	First name, Last name, and Middle initial	Interface from SEIS
Employee SSN	Used for the Employee ID and Login ID	Login ID is the STARS Vendor Number (The letter 'E' followed by the Social Security Number)	Interface from SEIS
Traveler Classification per State Travel Regulations	Define reimbursement levels for differing employee job positions	Most employees are "General". Other possibilities include "Department Head" and "Board Member". If an employee is not entirely subject to the Comprehensive Travel Regulations (Policy 8), contact a Statewide Administrator for guidance.	"**General**"
E-mail Address	TRIPS sends automatic E-mail notifications to Users	May be a home (e.g., AOL) address. If an employee does not have an E-mail address and a Proxy will be submitting Expense Reports on his/her behalf, the E-mail address should normally be that of the Proxy.	*Firstname*. *Lastname* @ state.tn.us
Default STARS Financial Codes (optional)	Which STARS codes (e.g., Cost Center) will be charged if the Submitter or Approver makes no changes.	If most expenses incurred by an employee are charged to the same STARS codes, establishing them as a default will reduce Submitter keystrokes and errors. These codes will automatically appear on the Expense Report. The Submitter may change the codes.	Blank
Approval Chain (Primary Approval)	All Expense Reports must pass through a Chain of Approvers	See the prior section for Approval Chain information. In cases where the appropriate Chain has not been defined and named, identify the first level Approver.	Blank
Default Approval Chain: Yes/No	Designating an Approval Chain as a Default forces the employee to submit all Expense Reports to that Chain.	A Default Approval Chain for each Submitter is recommended because it controls the approval process. However, If an employee regularly changes Approvers, it may be preferable to not assign a default and allow her/him to select a Chain for each Expense Report. ***Note***: Selection is from a statewide list of Approval Chains.	Blank
Expense Report Approval Privileges	Identify TRIPS Approvers	Designate if this employee has the authority to approve Expense Reports, if not already identified in Step 2. This includes fiscal office employees who will pre-audit Expense Reports.	No

Information	Purpose	Employee Information Comments	TRIPS Default
Approver Type	Classify Approvers	See Step 2 for options, if not already identified	Normal
Assigned State Vehicle?	Audit eligibility for auto mileage reimbursement	Identify if an employee is assigned a State vehicle for travel use. TRIPS will flag any mileage reimbursement requests submitted by such persons.	No
Official Station (Default Origin)	Establish travel origin point for mileage reimbursement	Required by Travel Regulations. Also simplifies Expense Report preparation by pre-populating the origin field when claiming mileage reimbursement.	Blank
Mileage Reimbursement (Point-to-Point) Allotment Code	Determines the applicable Agency policy for auditing mileage reimbursement ***and*** helps control how this employee's payment transactions are batched to STARS	TRIPS enforces Agency mileage reimbursement policy (e.g., Vicinity Mileage rules) at the STARS Allotment Code (Department/Division) level. The Allotment Code should reflect the Division controlling the travel of the employee (See Step 3) ***Note:*** The Point-to-Point Allotment Code also references the batching Allotment Code (which may be a different code) to be used when payment transactions are submitted to STARS (See Step 4)	Allotment Code to which employee is assigned in SEIS
Proxy Submitter **Shared Service Group** or name of Proxy Submitter (if required)	If an employee has no access to the Internet, another User must be designated to enter the employee's Expense Reports.	Proxy submission is managed by defining groups of employees who cannot submit their own Expense Reports, then assigning a Proxy Submitter to each group. The name and Social Security Number of the Proxy is required. ***Note:*** Use of Proxy Submitters creates an unnecessary layer in the reimbursement process that is costly and likely to introduce errors. Therefore, it is recommended that employees without permanently assigned PCs be given access to shared PCs with Intranet connections.	Blank

5. Define Mileage Reimbursement Rules

TRIPS enforces mileage reimbursement policy at the Allotment Code (Division) level. For each Allotment Code subject to STARS Object 01 or 03 expenditures, an Agency must submit a completed Point to Point Allotment Maintenance form (FA 0964) to a Statewide Administrator (A sample FA 0964 is included in the Appendix and is available in Microsoft Excel format from a Statewide Administrator).
Note: Step 4, following, must also be completed prior to submitting this form.

The following policies must be defined on the form:

- Are employees required to enter start and stop times for each mileage segment* when claiming mileage reimbursement? If yes, TRIPS will compute the average speed traveled in the segment for comparison against your allowable speed.
  - What maximum average speed is allowed? If employees enter start and stop times, exceeding the defined average speed will result in the expense line being flagged.
- How many Vicinity miles are allowed per mileage segment*? Exceeding this number in a segment will result in the expense line being flagged.

****Note:*** The employee will record a mileage segment for each specific origin and destination.

6. Identify STARS Batch Department/Division

TRIPS automatically batches transactions to STARS. Segregation of batches is accomplished by using a Batch Department/Division code. This code would normally be the same as that used for other STARS transactions. Note, however, that all Expense Reports submitted to STARS under a Batch Department/Division will appear on the same STARS Voucher Register. Agencies that wish separate Voucher Registers for each Division must designate separate Batch Department/Divisions.

- On the Point to Point Allotment Maintenance form (FA 0964) prepared in the preceding step, the Agency must identify the STARS Batch Agency (Department/Division) for each Allotment Code.

7. Request Access to Reports

Agencies have access to reports in two environments:

1. Static daily report on INFOPAC -
   The AG05B425 *TRIPS Daily Profile Maintenance by Agency* report lists employee adds, deletes, and changes that passed from the SEIS Personnel system to TRIPS the previous night. This report is for the use of Agency Administrators to identify those employees whose Personal Profiles will require action.
   - Submit a ‘Request for Access to STARS Reports on INFOPAC’ to the F&A Division of Accounts for each Agency Administrator or other employee requiring access to this report (note that this report lists Social Security Numbers so must remain confidential). A sample request form is included in the Appendix and a Microsoft Word version is available from a Statewide Administrator.

2. Dynamic reports via Crystal Reports -
   A variety of TRIPS configuration and activity reports may be run on-demand utilizing Crystal Enterprise “ePortfolio” reporting software. This software is server-resident and accessed via the State’s Intranet at http://webreports.ads.state.tn.us/ePortfolio. Report data is filtered by STARS Administering Agency (i.e., a user will have access to data for all Allotment Codes (Divisions) in his/her Department/Agency). Many reports include employee Social Security Numbers so users must maintain confidentiality.
   (a) Submit a TRIPS Security Maintenance Form (FA 0963) to a Statewide Administrator for each Agency employee requiring access to reports. Be sure to include the employee’s RACF ID. A sample form FA 0963 is included in the Appendix and a Microsoft Excel version is available from a Statewide Administrator.
   (b) After approval by a Statewide Administrator, the Security Administrator will grant access and provide the employee with a password and login instructions.

8. Identify and Obtain Training for Agency Administrators

Agency Administrators are responsible for:
- Creating and maintaining Approval Chains
- Creating and maintaining Shared Service Groups (for proxy submission)
- Entering and maintaining employee information
- Assigning approval privileges
- Assigning Shared Service privileges

During initial setup, the Agency Administrator workload will be in direct proportion to the number of employees within the Agency. After implementation, the Agency Administrator will be required to provide daily support to the system, the amount of time determined by the volume of changes in employee status (adds, deletes, promotions, etc.).

Each Agency must assign the role of Agency Administrator to a minimum of two employees (a primary and a backup). An Administrator may <u>not</u> simultaneously serve as an Approver (If this restriction cannot be complied with, contact a Statewide Administrator for assistance). Agencies may have as many Administrators as is necessary to efficiently manage TRIPS.

Agencies should use care in selecting Administrators, as they will have access to confidential information and will be required to comply with strict internal controls. Administrator privileges may be assigned temporarily in order to facilitate entry of information during initial setup.

Administrator privileges are granted by the TRIPS Security Administrator (see Step 7, below). Each Agency will be notified when its Administrators have been scheduled for training.

9. Authorize and Activate Agency Administrators

For each designated Agency Administrator, Agencies must submit a completed Security Maintenance Form (FA 0963) to the TRIPS Statewide Administrator at the F&A Division of Accounts (A sample FA 0963 is included in the Appendix and is available in Microsoft Excel format from a Statewide Administrator). A Statewide Administrator will forward the form to the Security Administrator who will grant Administrator privileges.

It is necessary to designate if the Agency Administrator will have access to either

- All employee records within the Agency (STARS Administering Agency) or
- Only those employee records within the Allotment Code (Division) to which the Administrator is assigned.

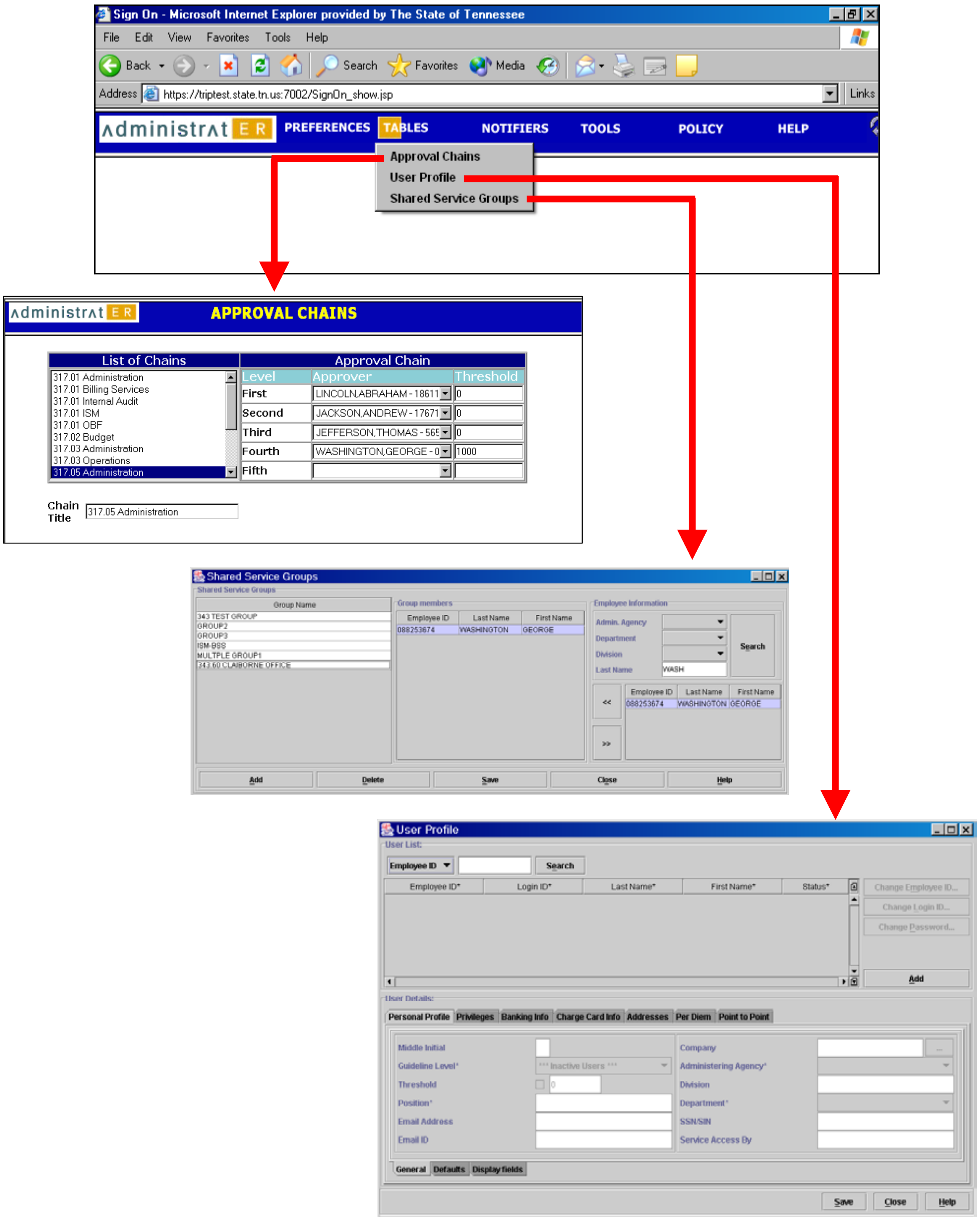
10. Identify and Obtain Training for Agency Trainers

Each Agency is responsible for training its own Users. The Department of Finance & Administration will conduct “train-the-trainer” sessions for selected Agency Trainers before TRIPS implementation. These Agency Trainers are responsible for training additional trainers as needed.

A CBT (Computer-Based Training) application is available for training Submitters and Approvers. Agency Trainers should familiarize themselves with the CBT and be prepared to interpret how State and Agency policy is implemented via TRIPS

Agency Administrators may serve as trainers. Agencies may wish its Trainers to be the first point of User contact when questions and problems arise.

Steps 11 through **13** require that Agency Administrators access the TRIPS AdministratER application. The main AdministratER window is shown below. Agency Administrators will use the **Approval Chains**, **User Profile**, and **Shared Service Groups** windows.

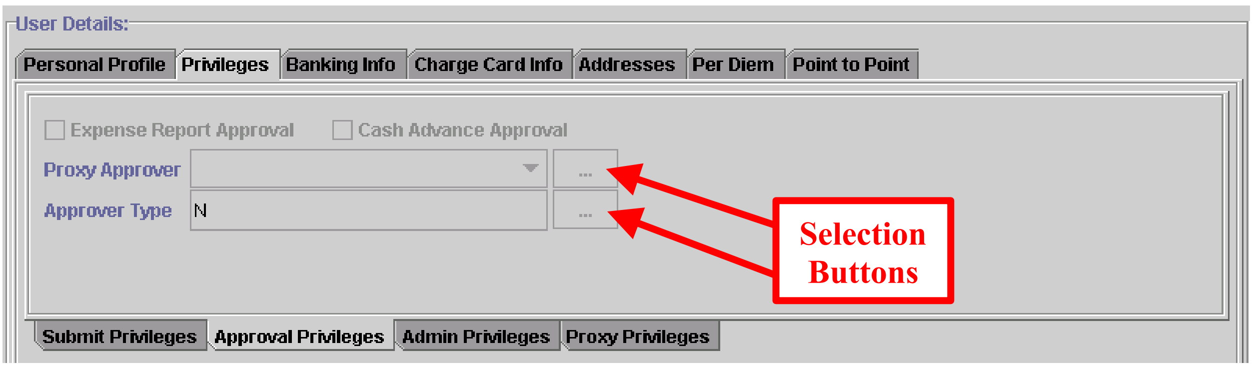


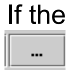
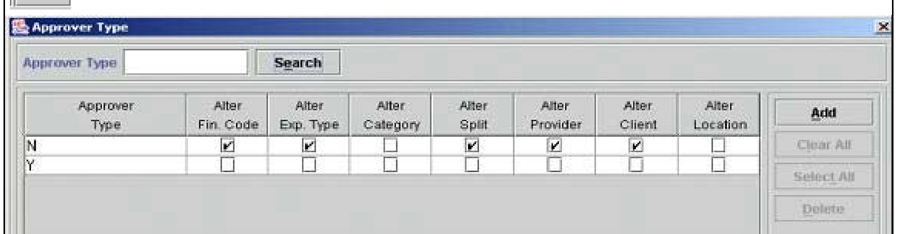
NOTE: Always type entries in UPPERCASE. Sorting in TRIPS is case-sensitive so mixing cases can lead to confusing display of information.

11. Enter Approver Information and Assign Approval Privileges in TRIPS

Step 1 identified the Agency's Approvers. This step assigns those privileges.

System Procedure:
For each identified Approver (Primary and Alternate), click on the User Details: Privileges – Approval Privileges tabs of the **User Profile** window of TRIPS AdministratER.



Approval Privileges Window		
Field Name	**Default Value**	**Information**
Expense Report Approval	**No** (unchecked)	"Check" the box to grant this privilege
Cash Advance Approval	**No** (unchecked)	Leave this box unchecked ("No")
Proxy Approver*	Blank	Leave blank at this step. This field is used to select another Approver whom will temporary assume the approval duties of this Approver when the latter is unavailable.
Approver Type	**'N'** (Normal)	If the "minimal" (**Y**) Approver Type is desired, click on the selection button  to call the Approver Type window and…  • Clear the **Search** field and click on **[Search]** • Click on Approver Type "**Y**" • Click **[OK]** **DO NOT ALTER THE APPROVER TYPE SETTINGS**. These are global (statewide) settings, maintained by a Statewide Administrator. Submit requests for other Approver Types to a Statewide Administrator

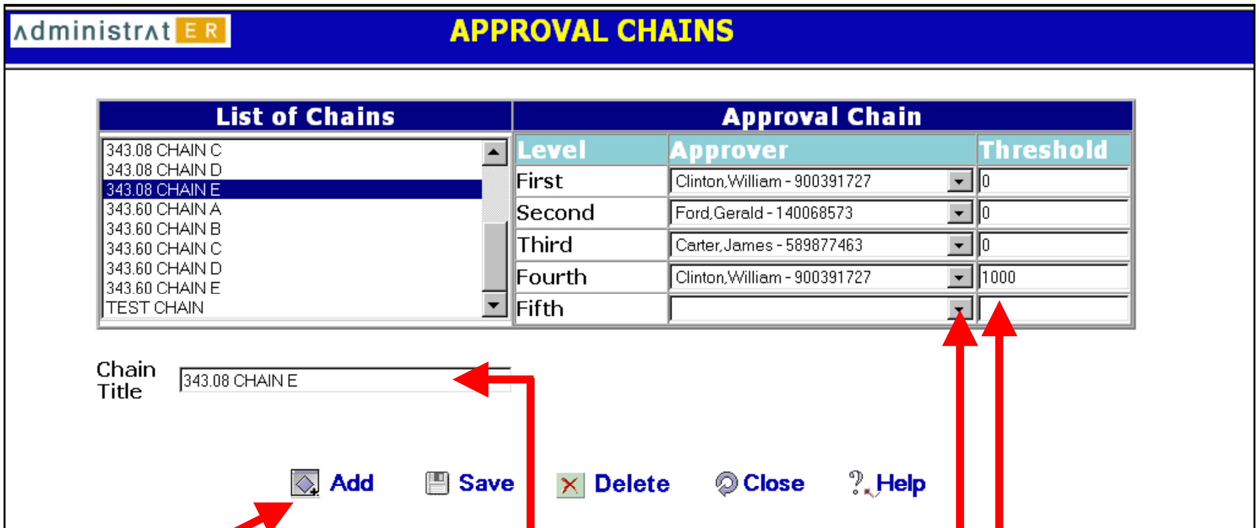
* Field may be changed by the User

.

12. Create Approval Chains in TRIPS

System Procedure:

In the **Approval Chains** window of TRIPS AdministratER, create Chains (See Step 1 for explanation of Approval Chains):



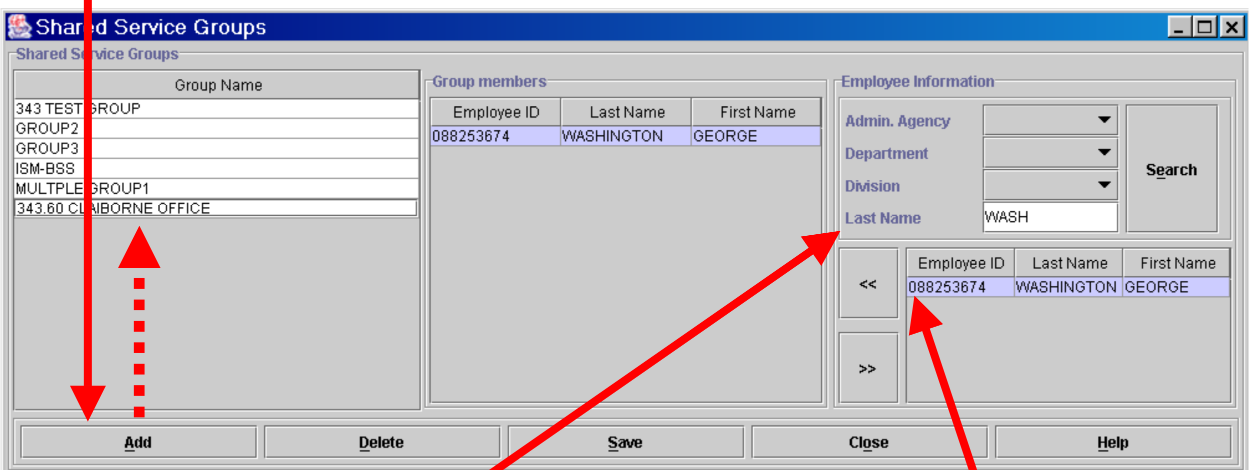
- Click **[Add]** to create a new Chain
- Define the Chain Title
  (Allotment Code followed by a meaningful name of 23 characters or less – use only UPPERCASE letters)
- Select the primary Approver for each level in the Chain, using the drop-down lists.
  - ***Caution:*** The lists include every approver in the State, in alphabetical order of last name. Use care when selecting.
  - ***Note:*** Alternate Approvers are not recorded in TRIPS – their identities must be maintained off-line.
- Enter the threshold, if any, for an Approval Level
- Click **[Save]**

13. Create Shared Service Groups in TRIPS

Shared Service Groups consist of employees who are unable to access TRIPS directly and so require that another User submit their Expense Reports. Shared Service Groups are created by and for each agency. See page 5 for more information.

System Procedure:

- **[Add]** a new group by entering its name, using only UPPERCASE letters (see page 5 for the Group naming convention).



- Using the search tools*:
  - Locate each employee that is to be a member of the group
  - Add that person to the Group Members list by highlighting his/her record and "clicking" on the **[<<]** button.

  * *You can search for employees by Administering Agency, Department/Division, and employee name.*

- Once you have completed the Group, click **[Save]** and **[Close]**

14. Enter Employee Information in TRIPS

System Procedure:

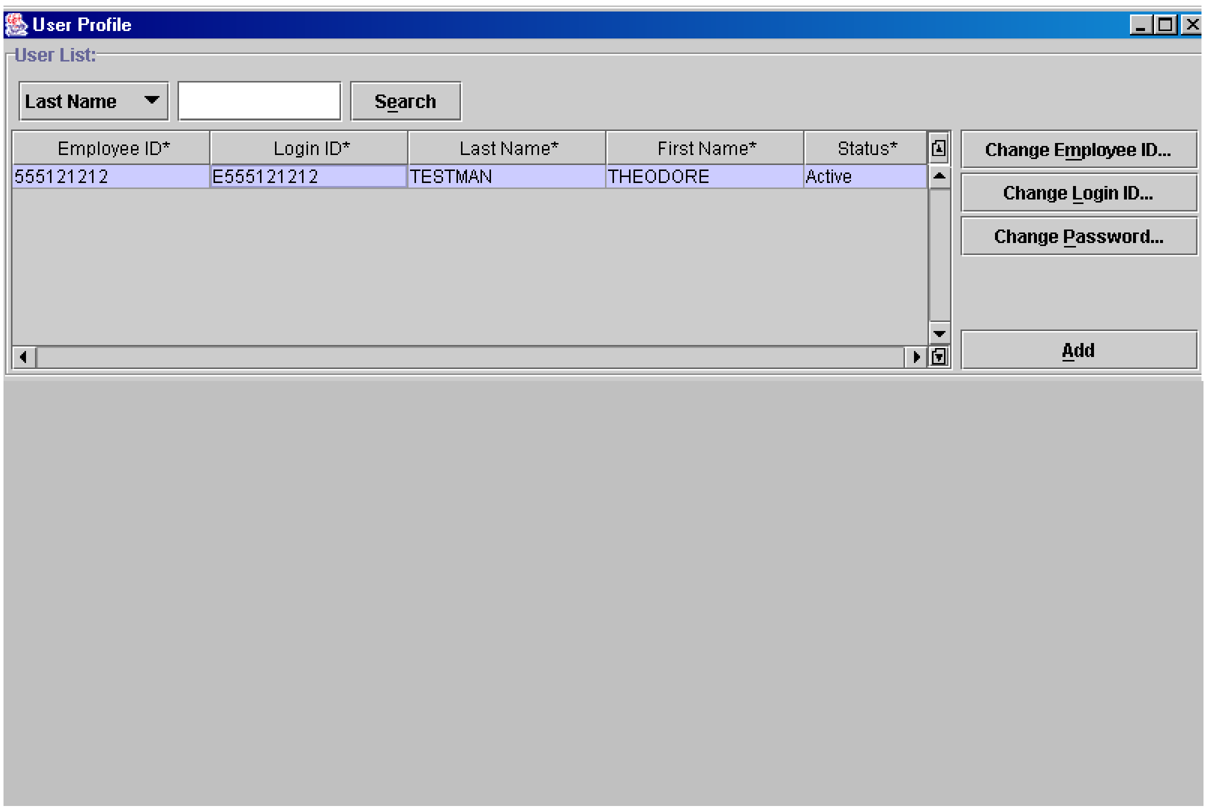
In the **User Profile** window of TRIPS NavigatER, verify, enter, or modify information for each employee as appropriate. Agencies may choose to not configure employees that are unlikely to have reimbursable expenses.

Notes:

- If an employee cannot be found in the User Profile, contact a Statewide Administrator for assistance (see page 43).
- Employees should not be issued Passwords until their Profiles have been properly configured.

User List Section

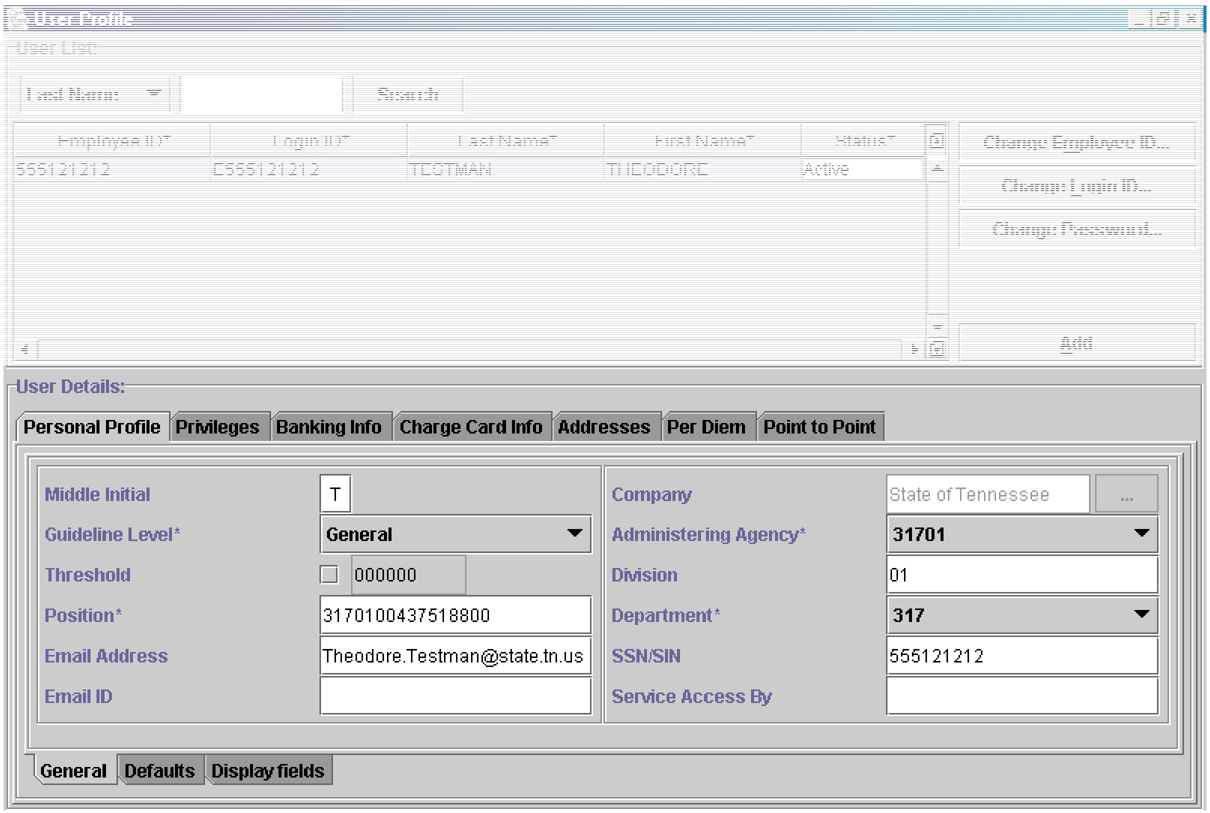
Verify information only. If the information is incorrect, contact a Statewide Administrator before making any changes



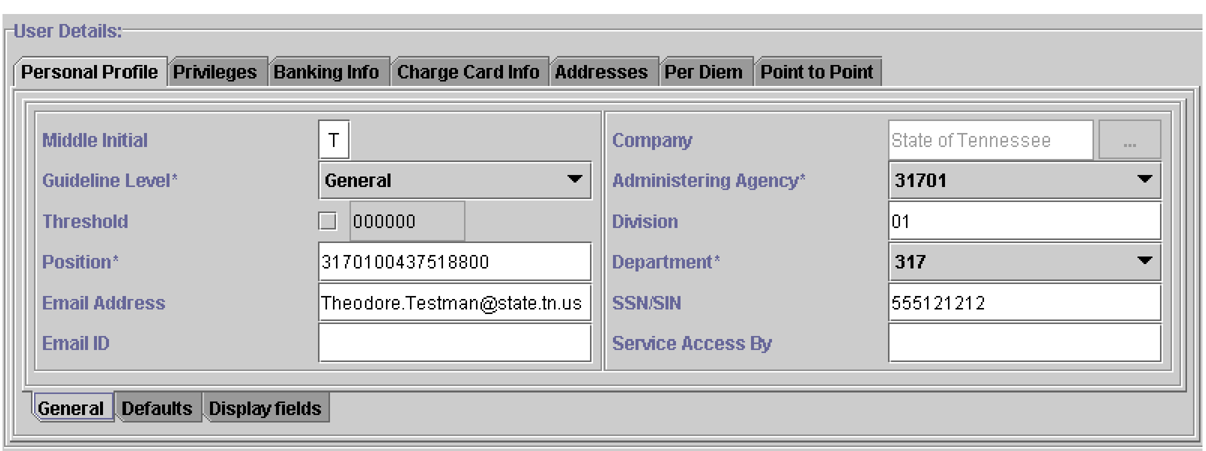
Field Name	Default Value	Information
Employee ID	*Varies*	Employee Social Security Number
Login ID	*Varies*	STARS Vendor Number ('E' + Employee Social Security Number)
Last Name	*Varies*	Employee Last Name
First Name	*Varies*	Employee First Name
Status	'**Active**' or '**Inactive**'	Employee's employment status with the State
Change Password button	*confidential*	Employee Password (see page 23)

User Details Section

The User Details Section occupies the lower half of the User Profile window. It consists of seven primary tabs and a varying number of sub-tabs that contain information specific to the User currently selected (highlighted) in the User List section. The following pages describe the settings for each window. Fields highlighted in **bold** print require attention.



User Details Section – Personal Profile: General tab



Personal Profile: General tab		
Field Name	**Default Value**	**Information**
Middle Initial*	*Varies*	Employee Middle Initial*
Guideline Level**	**General**	**Traveler Classification per F&A Policy 8. Most employees are "General". Other possibilities include "Department Head" and "Board Member". If an employee is not entirely subject to the Comprehensive Travel Regulations, contact a Statewide Administrator for guidance.**
Threshold	Unchecked	This value must always be "No" (unchecked)
Threshold Amt	000000	The amount will always be zero as long as the 'Threshold' is "No"
Position*	*Varies*	State Personnel Position Number
Email Address**	***'First Name'. 'Last Name'* @ state.tn.us**	**Employee's E-mail Address – TRIPS creates an E-mail address using the first name and last name of the employee as recorded in the Department of Personnel. Some employees have addresses with other information (e.g., nicknames, middle initials). Furthermore, many employees have address suffixes other than "@state.tn.us".** **Validate/change this field to ensure than employees will receive E-mail notifications.** ***Note:* If the employee does not have TRIPS access and her/his Expense Reports are prepared by a Proxy Submitter, it may be appropriate to enter the Proxy's e-mail address here.**
Email ID	Blank	Leave blank – not used
Administering Agency*	*Varies*	STARS Administering Agency code
Division*	*Varies*	STARS Division code
Department*	*Varies*	STARS Department code
SSN/SIN *	*Varies*	Employee Social Security Number
Service Access By***	**Blank**	**Optional (Login ID of Proxy user who will create and modify Expense Reports for this employee)**

* If the information in these fields is incorrect, contact a Statewide Administrator before making any changes

** Make corrections to fields as appropriate

*** Service Access functionality permits a Submitter or an Administrator to designate one another User to create and modify Expense Reports for the Submitter. Service Access is primarily intended for senior staff members who normally have an administrative assistant prepare paperwork on their behalf.

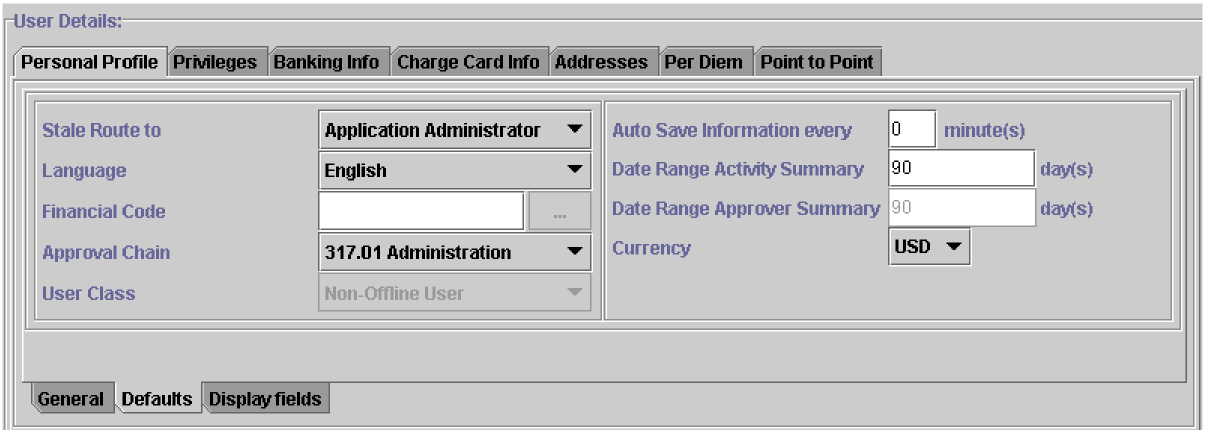
The Service Access User can:

- Create a new Expense Report
- Modify an existing Expense Report
- View Activity Summary information
- View and change Personal Profile, Personal Picklist and Personal Split Formula information

The Service Access User <u>cannot</u>:

- Create or view Cash Advance requests (Temporary Travel Advances)
- Submit and Expense Report – The primary User must submit her or his own Expense Report, thus assuring that s/he assumes personal responsibility for its accuracy.

User Details Section – Personal Profile: Defaults tab

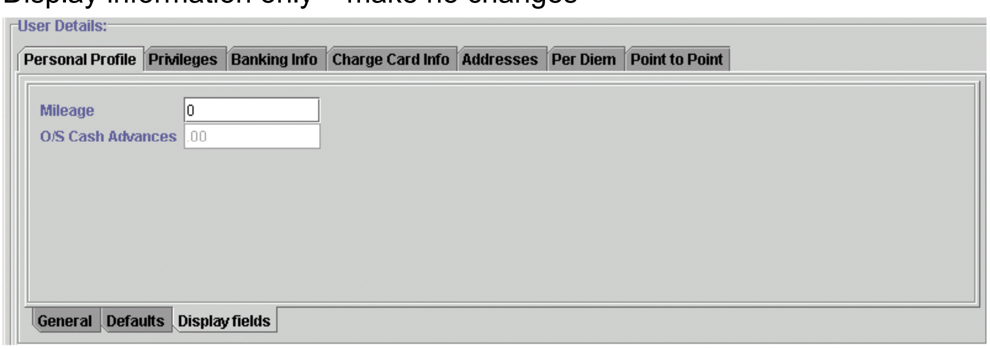


Field Name	Default Value	Information
Stale Route to	Application Administrator	Do not change
Language	English	Do not change
Financial Code*	Blank	Default set of STARS Codes to which an expense item is to be charged
Approval Chain	**Blank**	• **For those employees who always submit Expense Reports to the same Approval Chain, assign that Chain as the Default.** • **For those employees who submit to different Chains depending on work assignments, leave the Default Approval Chain field blank**
Auto Save Information every*	2 minutes	Expense Report automatic "save" frequency
Date Range Activity Summary*	90 days	How long personal Expense Report activity is displayed for review
Date Range Approver Summary*	90 days	If an Approver, how long approved Expense Reports are displayed for review
Currency	USD	Do not change

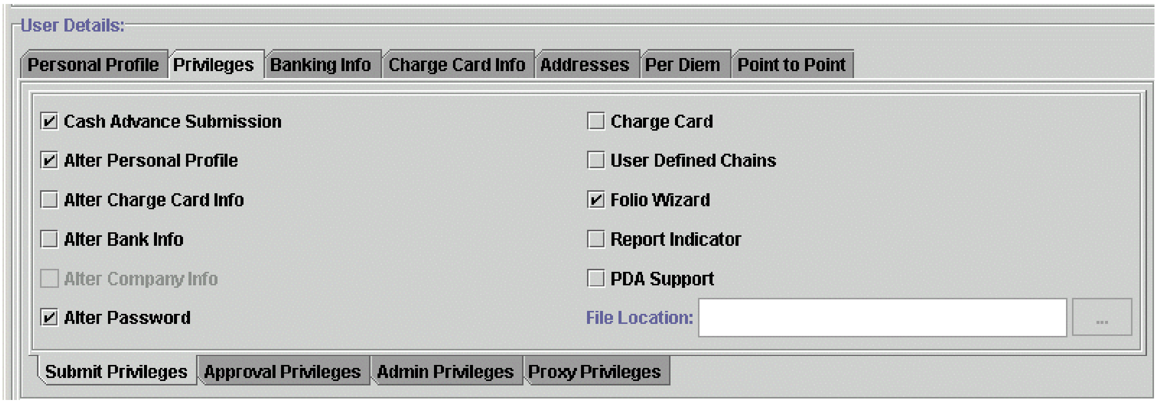
* The User maintains this field

User Details Section – Personal Profile: Display Fields tab

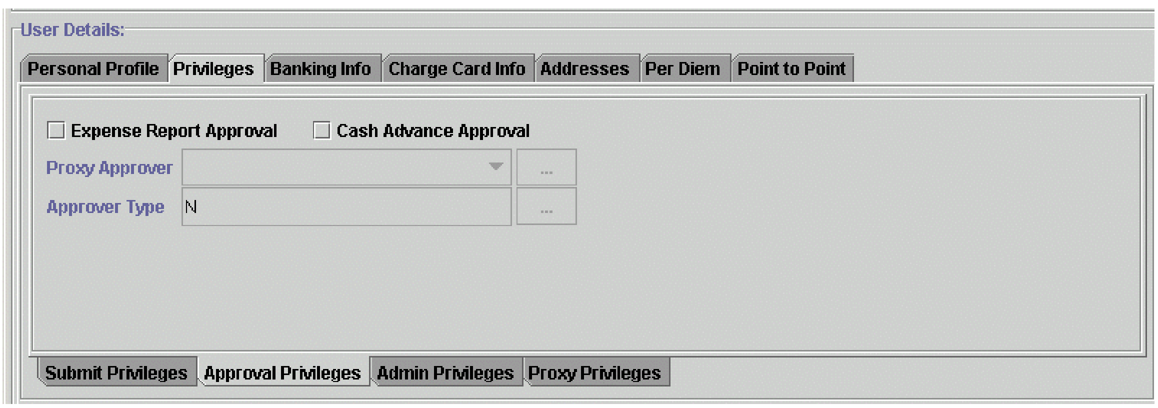
Display information only – make no changes



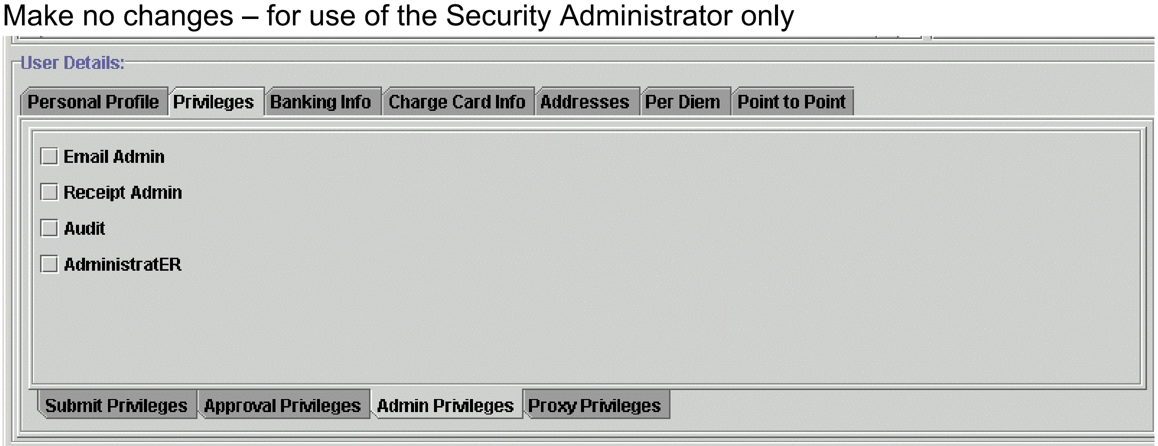
User Details Section – Privileges: Submit Privileges tab
Default settings are shown below.
At Agency discretion, the **[Cash Advance Submission]** box may be "unchecked" (privilege withdrawn) if the employee will never receive a Temporary Travel Advance.



User Details Section – Privileges: Approval Privileges tab
See page 12 for configuration instructions

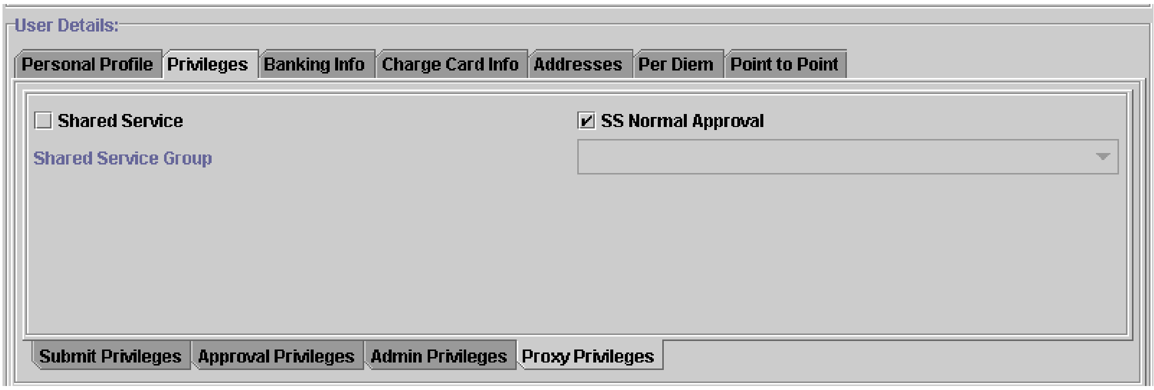


User Details Section – Privileges: Admin Privileges tab
Make no changes – for use of the Security Administrator only



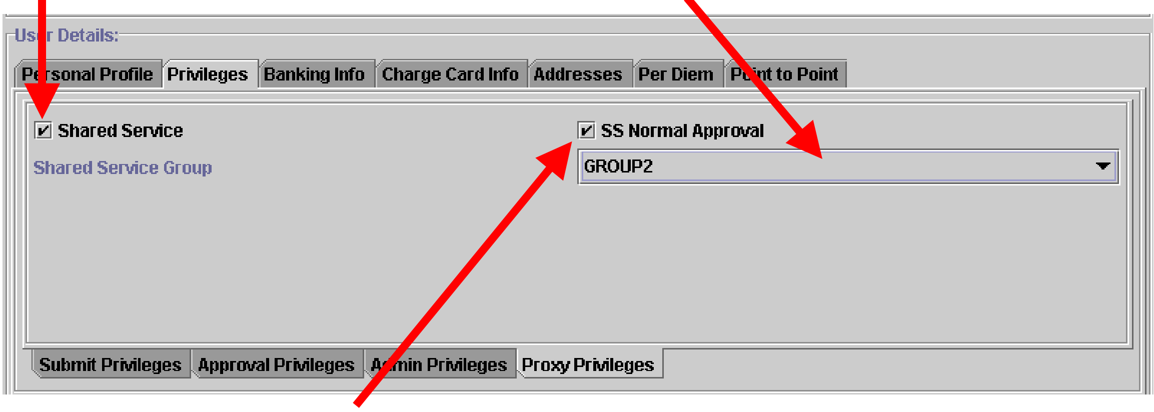
User Details Section – Privileges: Proxy Privileges tab

Make no changes unless this employee submits Expense Reports on behalf of other employees (Proxy Submitter)



If the employee is a Shared Service Proxy Submitter (see page 5):

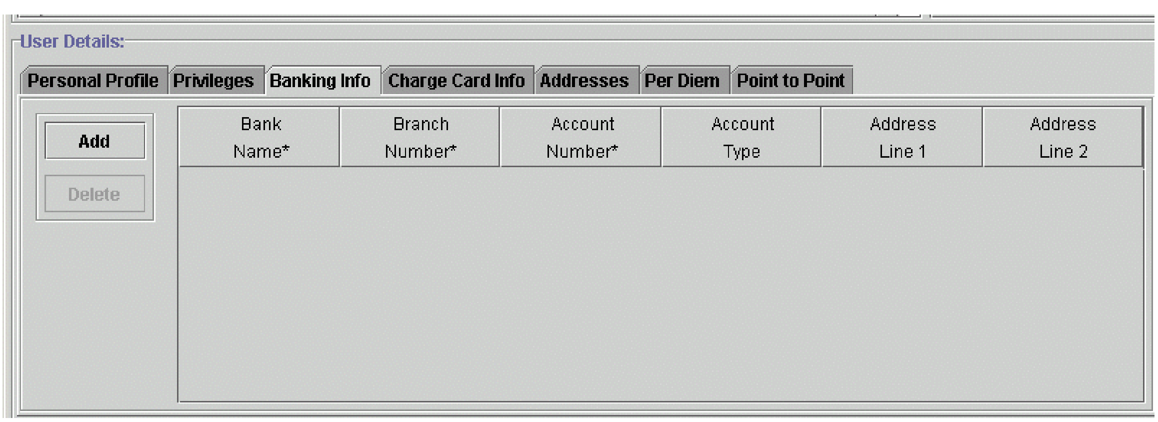
- "Check" the **Shared Service** box *and*
    - Select the appropriate **Shared Service Group** for whom s/he submits:



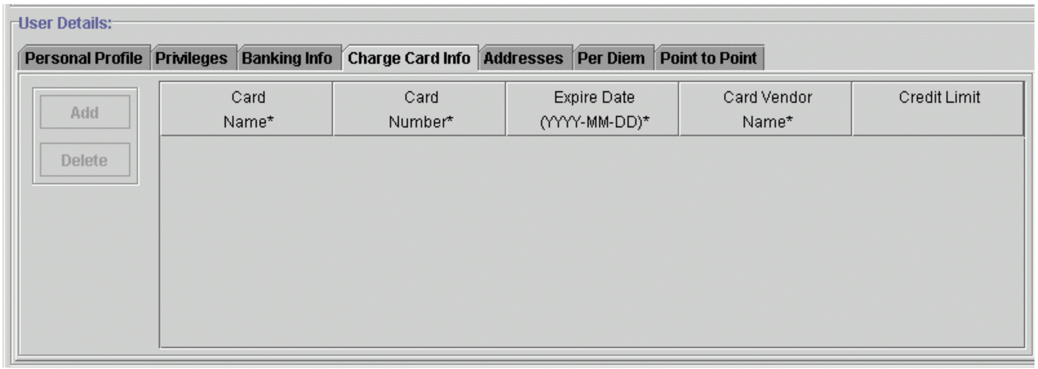
WARNING! The **SS Normal Approval** box must <u>always</u> be "checked"

User Details Section – Banking Info tab

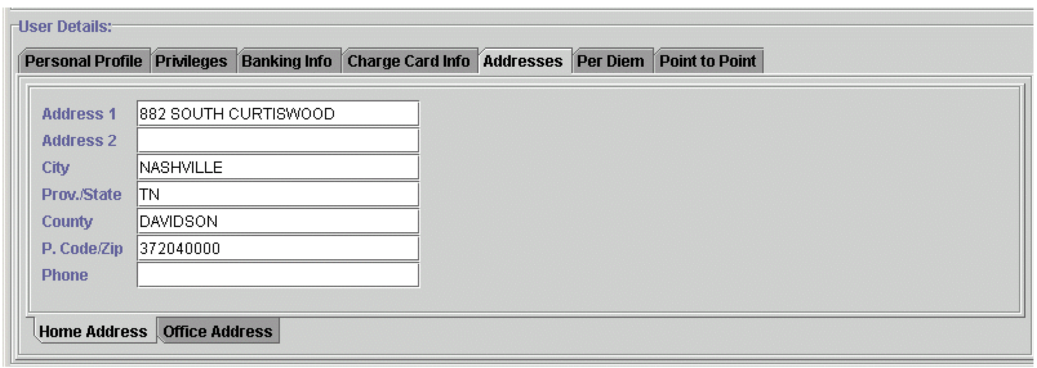
Not used



User Details Section – Charge Card Info tab
Not Used

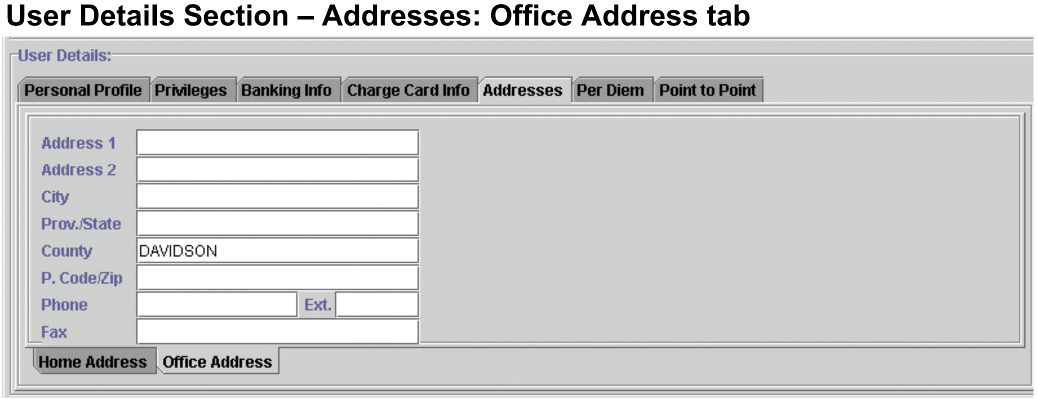


User Details Section – Addresses: Home Address tab



Addresses are <u>informational only</u> and come from the SEIS Personnel/Payroll System. Users can view and validate these fields. If errors are discovered, the Department of Personnel should be notified. Any changes made by the User may be overwritten by information contained in the Department of Personnel's records.

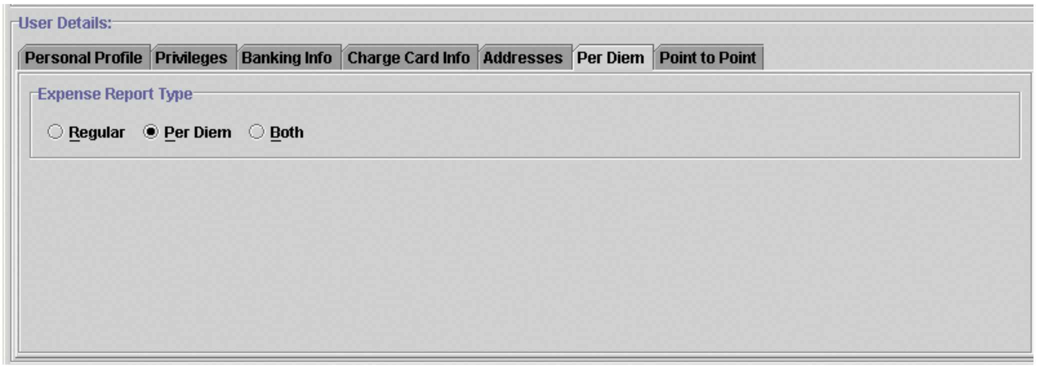
User Details Section – Addresses: Office Address tab



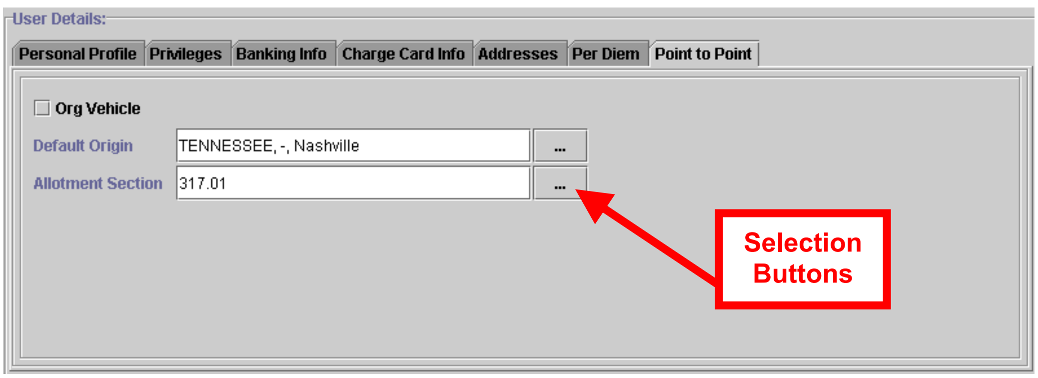
Addresses are <u>informational only</u>. Users can view and enter these fields. The SEIS Personnel/ Payroll System pre-fills the "County" field. Use of the remaining fields is at the discretion of each Agency.

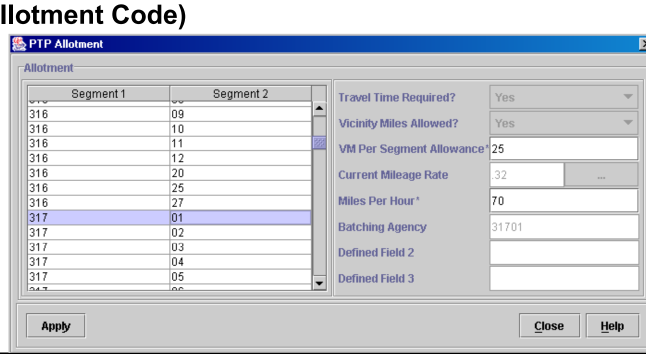
User Details Section – Per Diem tab

The default Expense Report Type is "Per Diem". This is the only Expense Report Type permitted by the State.



User Details Section – Point to Point tab



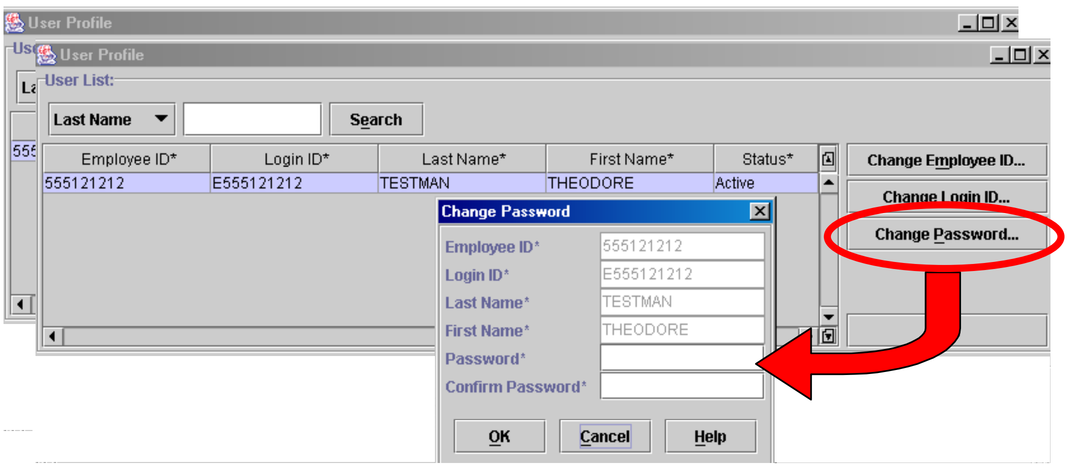
Field Name	Default Value	Information
Org Vehicle	**No (unchecked)**	**"Check" the box if the employee is assigned a State car for travel use**
Default Origin	**Blank**	**Employee's Official Station. Select the State/County/City using the selection button**
Allotment Section	**The Allotment Code to which the employee is assigned in SEIS (from the Position Number)**	**The Allotment Code that determines the employee's point-to-point mileage reimbursement policy and the STARS batching Department/Division.** **Click on the button to select a different Allotment Code from the PTP Allotment window (which displays the rules for each Allotment Code)** 

15. Train Users

Users must receive training from Computer Based Training (CBT) and/or Agency trainers before using TRIPS. While training may be provided at any point before Step 16, it should be scheduled to minimize the time between training and activation.

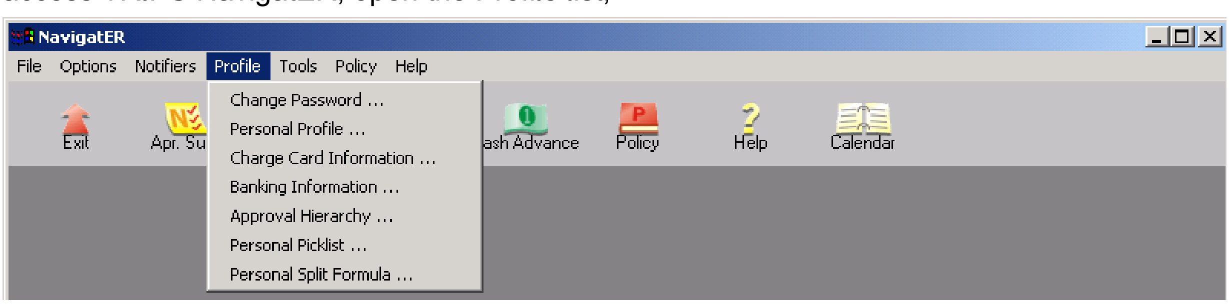
16. Assign TRIPS Passwords to Users

When all other steps are completed and the Agency is ready to begin using TRIPS, the Agency Administrator will assign new passwords (8-30 alphanumeric characters) to Users. The Agency Administrator will deliver the password to each User in a secure manner along with instructions to immediately open TRIPS NavigatER and change the password to one of the User's choosing. **Note:** In order for any change to take place in the User Profile, including Passwords, it is necessary to click the **[Save]** button on the User Profile window.



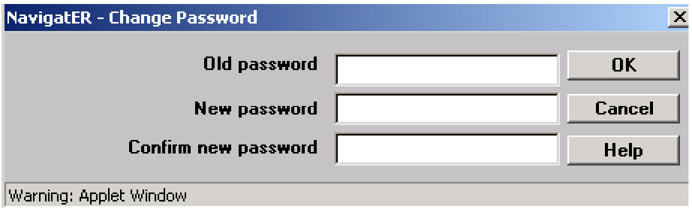
17. Users Change Passwords and Enter Personal Information

After receipt of her/his password from an Agency Administrator, the User should immediately access TRIPS NavigatER, open the Profile list,



and take the following steps (refer Users to the Submitter/Approver Reference Guide for detailed instructions).

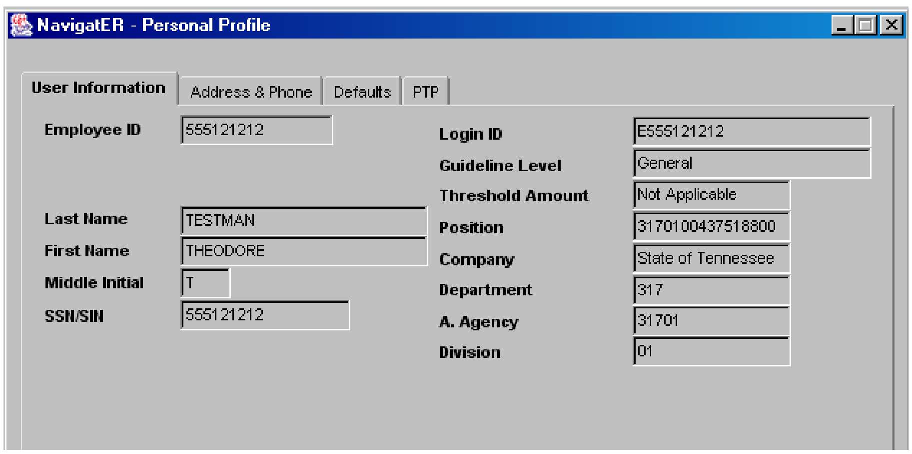
- **Change the password to one of his/her own choosing:**



Passwords must be 8-30 alphanumeric characters in length. Passwords are not case-sensitive and may be reused after having been changed.

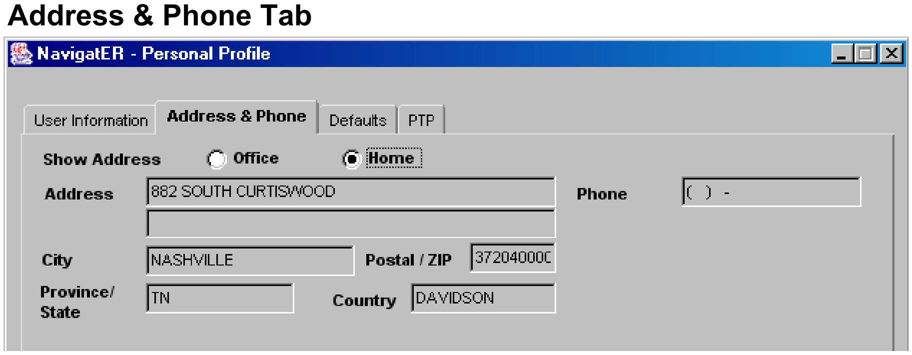
- **Verify information contained in the Personal Profile (4 tabs):**

User Information Tab



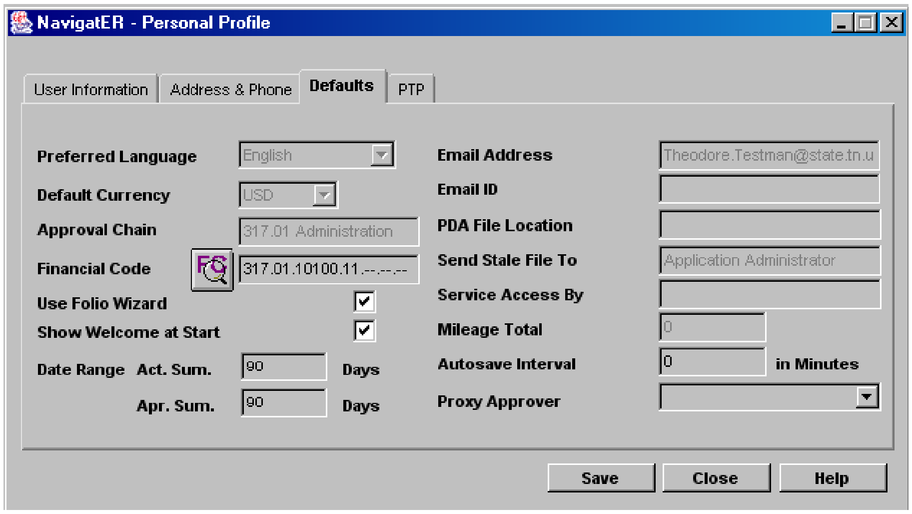
Incorrect information should be reported to the Agency Administrator. The only field that the may be altered by the Agency Administrator is the Guideline Level (traveler classification). The remaining fields are determined by the SEIS Personnel/Payroll database. The Agency Administrator should contact a Personnel representative to investigate errors in these fields.

Address & Phone Tab



Errors in Home Address information should be reported to a Personnel representative. ***Note:*** Any changes made to the Home Address fields are subject to being overwritten by information interfaced from the SEIS Personnel/Payroll database.
Office address information may be entered at the discretion of each Agency

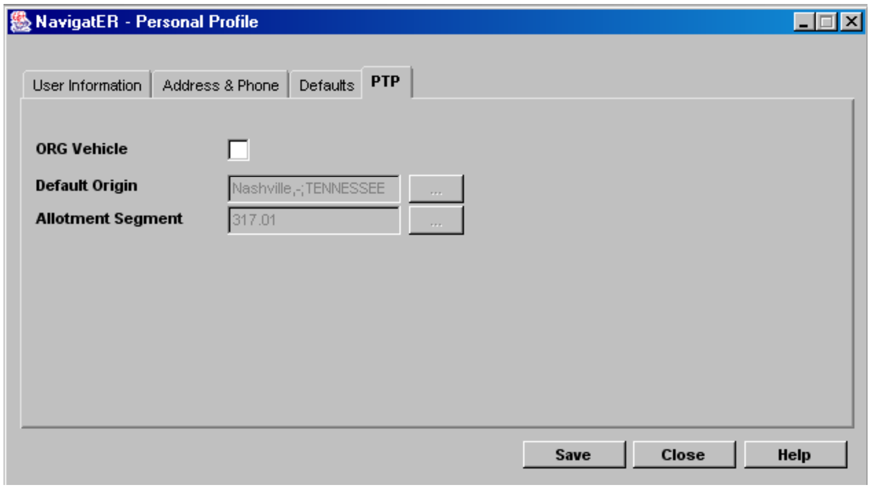
Defaults Tab



Incorrect defaulted information should be reported to the Agency Administrator. The following fields may be altered by the User:

Element	Purpose
Financial Code	A set of default STARS codes that will be used for expenses unless other codes are selected in the Expense Report. Clicking on the [FC] button will call the Financial Code Builder window to choose codes for this field.
Hotel Folio Wizard	Not used
Show Welcome at Start	Enables or disables the welcome/menu screen when NavigatER loads
Date Range Activity Summary	The default number of days in the past to include files in the Activity Summary window
Date Range Approver Summary	(Approvers only) The default number of days in the past to include files in the Approver Summary window
Service Access By	The Login ID of a User that may enter Expense Reports on the User's behalf
Autosave Interval	The frequency with which NavigatER automatically saves open Expense Reports
Proxy Approver	(Approvers only) The name of an Approver who will temporarily perform all approval functions on behalf of this User. Selecting an Approver here immediately directs all pending Reports and E-mail traffic to that person until the name is removed.

PTP Tab

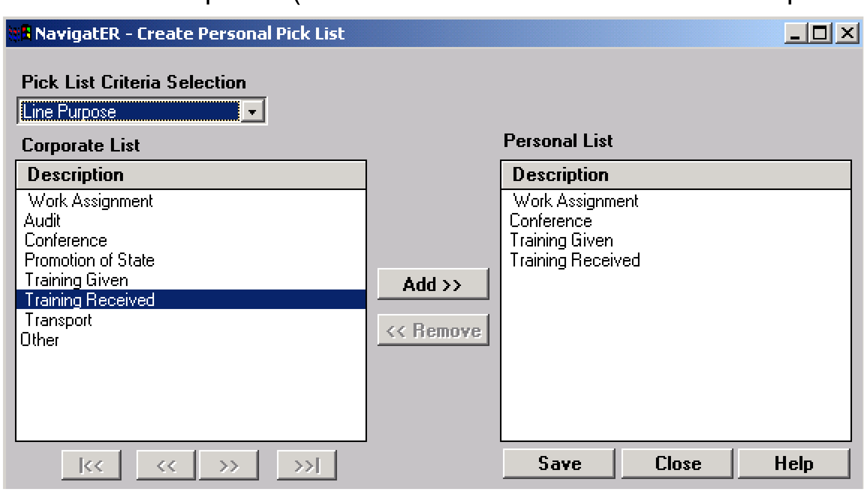


Incorrect information should be reported to the Agency Administrator. These fields cannot be altered by the User. The following defines the fields:

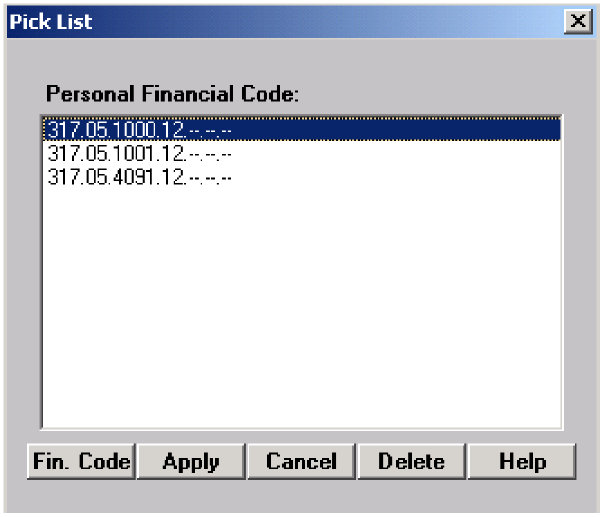
Element	Value
ORG Vehicle	If "checked", indicates that the employee is assigned a State car to be used for travel purposes. Attempting to claim mileage reimbursement will result in a flag.
Default Origin	The employee's Official Station. Becomes the default origin when claiming point-to-point mileage reimbursement.
Allotment Section	The Allotment Code that determines the employee's point-to-point mileage reimbursement policy (use of Vicinity miles and the recording of start/stop times)

- **Create Personal Pick Lists (optional):**

  Personal Pick Lists permit the User to tailor larger lists to his/her needs, excluding choices not normally used. The complete lists will always remain available to the User.
  The two Pick Lists that may be created by the User are
  - Providers (companies that provided the services or goods)
  - Line Purposes (what was the cause/reason for the expense line item)

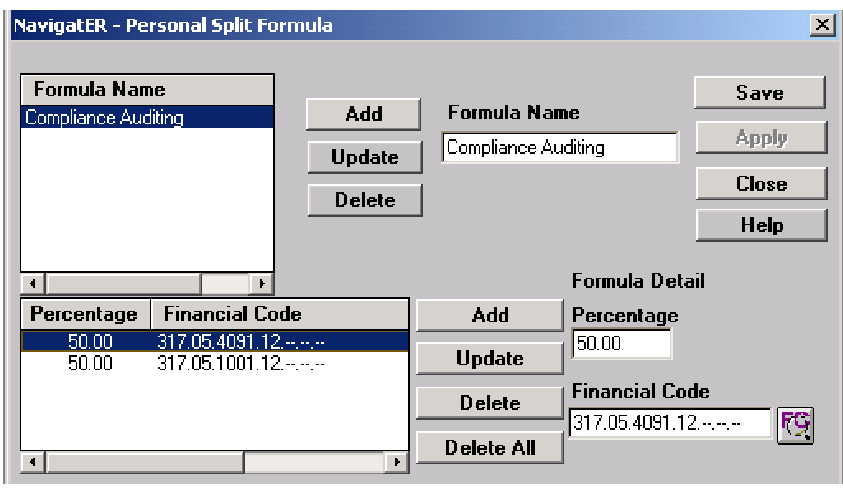


Note: A Personal Pick List of (STARS) Financial Codes also exists. When a Financial Code is used for the first time during the preparation of an Expense Report, the Code is automatically added to the Pick List.



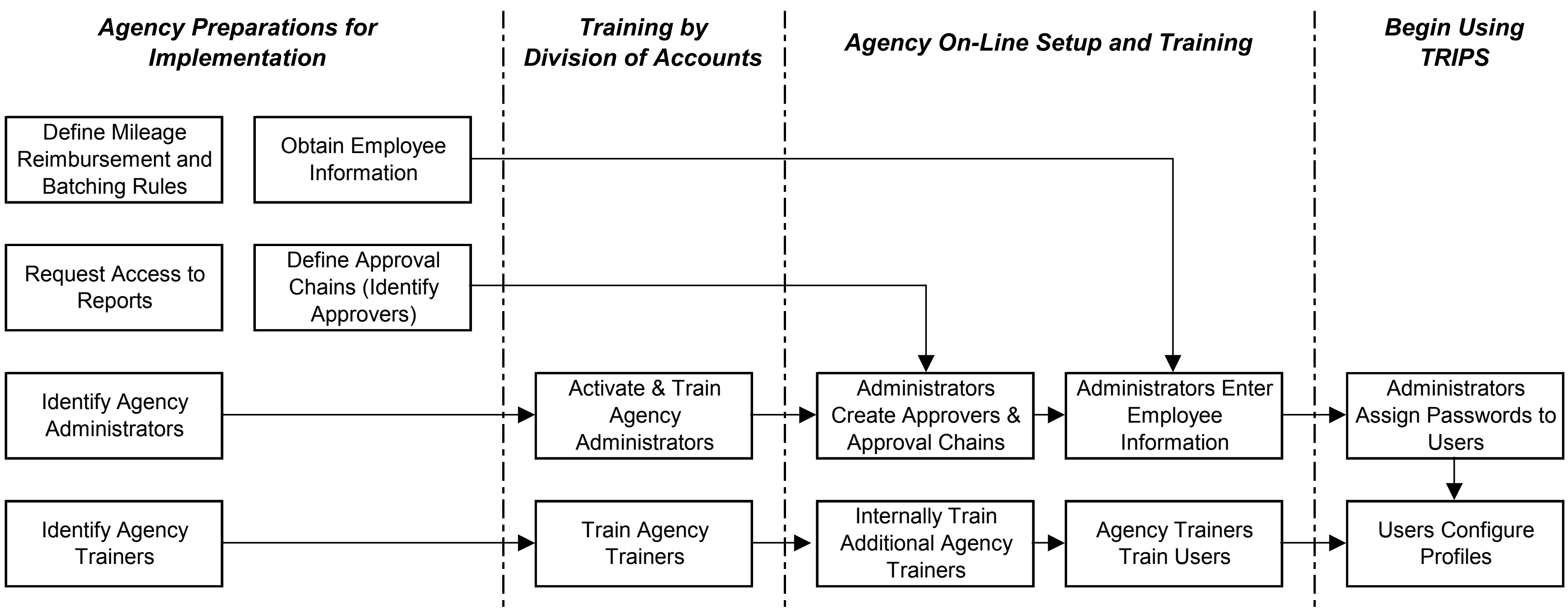
- **Create Personal Split Formulas (optional)**

  If a User regularly splits single expense items (e.g. Mileage Reimbursement for traveling to an audit) among two or more Financial Codes (e.g., Cost Centers), the User may choose to pre-define a formula to simplify preparation of future Expense Reports.



Setup Summary

GENERAL IMPLEMENTATION TIMELINE



System Maintenance

Agency Administrator Actions in Response to Specific Events

Event	Action
A. A new employee is received in TRIPS (via the SEIS Personnel/Payroll interface), as notified via report AG05B425 (‘ADD’)	1. Check the **User Profile** window for accurate information and enter information/assign privileges as appropriate. 2. If an Approver, add to appropriate Approval Chain(s). 3. If a Proxy Submitter, assign Shared Service privileges for the appropriate Shared Service Group. 4. If s/he has no TRIPS access, add to a Shared Service Group. a. If s/he has no regular e-mail access, assign the e-mail address of her/his Proxy Submitter. 5. Issue password and instructions for entry of information (if any) in user’s Personal Profile, along with training materials/CBT instructions. See page 34 for more information
B. An employee needs TRIPS access but does not appear to be in the system	1. Contact a Statewide Administrator to ensure that the employee is not in the system under another Agency. 2. Validate that the person is listed as a State employee by the Department of Personnel. 3. Ensure that the employee has a STARS Vendor Number with an “E” prefix. 4. See page 39 for instructions on adding the employee.
C. An employee is transferred-in to your Agency from another Agency, as notified via report AG05B425 (‘UPDATE’). **Note:** The AG05B425 report lists this employee as an ‘UPDATE’ rather than an ‘ADD’ because s/he is not new to SEIS.	Follow the steps in ‘A’, above, except that a step 5 may not be necessary if the employee has been an active TRIPS User.

Agency Administrator Actions in Response to Specific Events

Event	Action
D. An existing employee change record is received from SEIS, as notified via report AG05B425 (‘UPDATE’)	1. Check User Profile for accurate information and enter information/assign privileges as appropriate. 2. If the employee change (e.g., transfer, promotion, etc.) affects Approver status, make appropriate changes in Approver Privileges (User Profile window) and Approval Chain(s). 3. See ‘E’, below.
E. An existing employee changes positions within the Agency	1. Determine if the employee’s Approval Chain should be changed. 2. If default financial codes are used, instruct the employee to enter the revised codes in her/his Personal Profile. 3. If the employee is an Approver, see ‘F’ or ‘G’, below. 4. If the employee is a Proxy Submitter, see ‘H’ or ‘I’, below.
F. An employee is given Expense Report approval responsibility	1. Grant Approver privileges in the User Profile. 2. Add the Approver to Approval Chain(s).
G. An employee is relieved of Expense Report approval responsibility	1. Ensure that s/he has acted on all Expense Reports awaiting approval (assign a Proxy Approver if necessary). 2. Remove from Approval Chain(s) 3. Remove Approver privileges in the User Profile (see page 37 for instructions)
H. An employee is designated as a Proxy Submitter for other employees (Shared Service)	1. Create Shared Service Group, if not already in existence 2. Grant Shared Service privileges and assign Shared Service Group in the User Profile. 3. Assign her/his e-mail address to the User Profile of any employee for whom s/he is a Proxy Submitter, if that employee does not have regular e-mail access.

Agency Administrator Actions in Response to Specific Events

Event	Action
I. An employee is no longer a Proxy Submitter for other employees (Shared Service)	1. Ensure that the Shared Service Group formerly served by this employee has at least one Proxy Submitter (see 'H', above). 2. Remove Shared Service privileges by "unchecking" the box on the User Profile. 3. Remove his/her e-mail address from the User Profiles of any employees for whom s/he was a Proxy Submitter.
J. An existing employee is terminated, as notified via report AG05B425 ('TERMINATION')	1. Verify that the employee's status has changed to "Inactive" in User Profile. If not, click on the "Active" **Status** field and select "Inactive". ***Note:*** You cannot inactivate a User if s/he is part of an Approval Chain. 2. If an Approver: a. Ensure that s/he has acted on all Expense Reports awaiting approval (assign a Proxy Approver if necessary). b. Assign a replacement to Approval Chain(s) c. Remove approval privileges. 3. If a Proxy Submitter, assure that a replacement is assigned to his/her Shared Service Group. 4. If a member of a Shared Service Group, remove from it. 5. Verify that there are no Expense Reports pending for this employee. If so, temporarily set his/her **Status** to "Active" until the Expense Report is paid. See page 37 for more information

Agency Administrator Actions in Response to Specific Events

Event	Action
K. An Agency employee is transferred-out to another Agency (report AG05B425 for the Agency losing the employee will NOT list the employee)	***Note:*** If the employee has been transferred in SEIS, you will be unable to view his/her information in the User Profile due to security filters. The following steps should be completed before the transfer takes place. Contact a Statewide Administrator for assistance if you cannot complete the tasks. 1. Ensure that all outstanding Expense Reports for the employee have been final-approved. If the STARS Administering Agency code of an employee changes while Expense Reports are pending, the original financial codes will not pass the TRIPS edit. o If the employee has pending Expense Reports and his/her Administering Agency has changed in TRIPS, contact a Statewide Administrator for assistance. 2. If an Approver: a. Ensure that s/he has acted on all Expense Reports awaiting approval b. Assign a replacement to Approval Chain(s) c. Remove approval privileges 3. If a Proxy Submitter, assure that a replacement is assigned to his/her Shared Service Group. 4. If a member of a Shared Service Group, remove from it.
L. An Approver is on an extended absence	According to Agency policy, assign a Proxy Approver via the User Profile window if the absent Approver has not already done so.
M. A code or other field value is not available in NavigatER	Contact a Statewide Administrator to request that it be added
N. A location (city) or point-to-point mileage is not available in NavigatER	Contact a Statewide Administrator to request that it be added
O. Point-to-Point mileage is incorrect	Contact a Statewide Administrator with specifics of the origin and destination, the route taken, and the source of the mileage that you feel is accurate.

Agency Administrator Actions in Response to Specific Events

Event	Action
P. A User cannot access the NavigatER sign-in screen	1. Ensure that the User is using the correct Internet address 2. Refer the User to technical support for a check of the User's PC, web browser (minimum Internet Explorer version 5.5), and/or Internet connection
Q. A User cannot sign-in to NavigatER	1. Ensure that the User is using the correct Login ID 2. Next, reset (change) the User's password in AdministratER 3. Finally, contact a Statewide Administrator
R. An employee's E-mail address changes	Enter the correct address in the User Profile

Daily Maintenance

Adding/Changing Employees

Personnel status changes (additions, changes, terminations) that affect the SEIS Personnel/Payroll database will result in the automatic interface of records to the TRIPS AdministratER User Profile table. A daily report of this interface activity, AG05B425 (see following), will be accessible via INFOPAC for 30 days.

REPORT-ID: AG05B425-01 STATE OF TENNESSEE STARS SYSTEM
05/28/02 (07:52) CYCLE 00240 DEPARTMENT OF FINANCE AND ADMINISTRATION
TRIPS DAILY PROFILE MAINTENANCE BY AGENCY
ADMINISTERING AGENCY 329.01

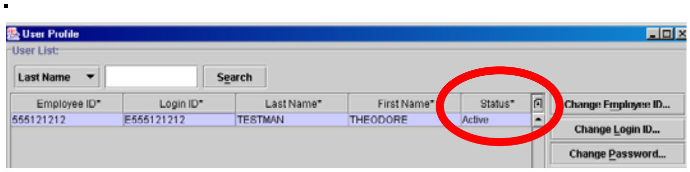
EMPLOYEE ID	NAME		POSITION	ALLOTMENT CODE	CHANGE TYPE
120454833	KENNETH	JOHNSON	329450451500000018	32945	ADD
226701506	ROY	WILLIAMS	329460462200010044	32946	UPDATE
262799985	MICHAEL	L DAY	329110112200010137	32911	TERMINATION
283381990	KAREN	D HARRIS	329110113100010001	32911	TERMINATION
408192895	TRAMPUS	R JONES	329110112200010107	32911	TERMINATION
408777267	ELVIS	L PRESLEY	329110111500020104	32911	ADD
409737023	MELISSA	A BRIDGES	329140142200020038	32914	UPDATE
410027581	CHARLES	CHIPS	329110111500030102	32911	ADD
411236732	GARY	GRAINGER	329010014000000003	32901	UPDATE
412867044	DONNA	J SMITH	329140142800040010	32914	TERMINATION
412906661	JAMES	M DAVIS	329410411000100001	32941	UPDATE
461713537	VINCENT	MILLER	329460467200300007	32946	UPDATE

AGENCY 329.01 TOTAL ADDS 3 TOTAL UPDATES 5 TOTAL TERMINATES 4 TOTAL RECORDS 12

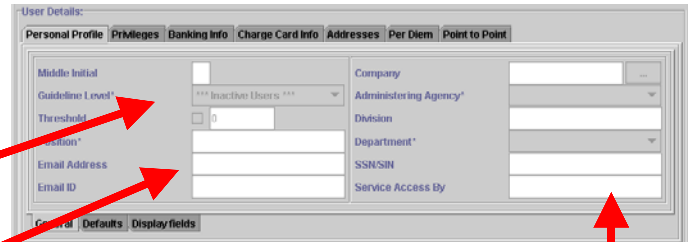
Agency Administrators should review this report daily and open the TRIPS AdministratER User Profile window for listed employees. See page 14 for a detailed explanation of the User Profile. The following is a summary of normal actions required.

- **New Employee is Added or Updated**
  (New Hire, Transfer-In, or Change in SEIS status)

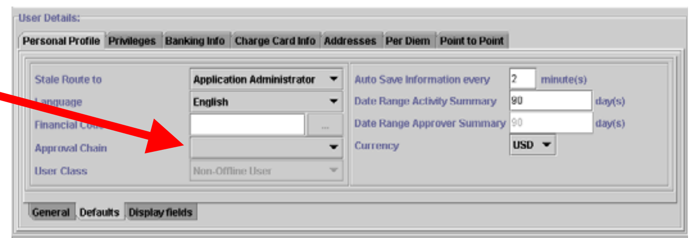
  1. **User Profile - User List section:**
     - Verify employee's **Status** is "Active"



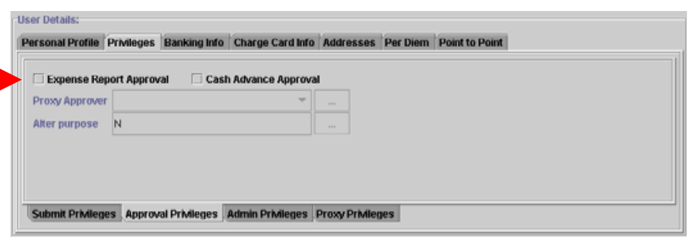
2. **User Profile - Personal Profile - General window:**
   - If the employee is _not_ subject to the “General” reimbursement schedule in the *Comprehensive Travel Regulations* (F&A Policy 8), select the appropriate **Guideline Level**
   - Verify/change the employee’s **E-mail Address**
   - If another employee will be preparing Expense Reports for this person (i.e., a secretary entering for the Department Head), enter the Login ID of the other employee in the **Service Access By** field.
     Note: the *Service Access By* employee cannot <u>submit</u> the Expense Report for this person.



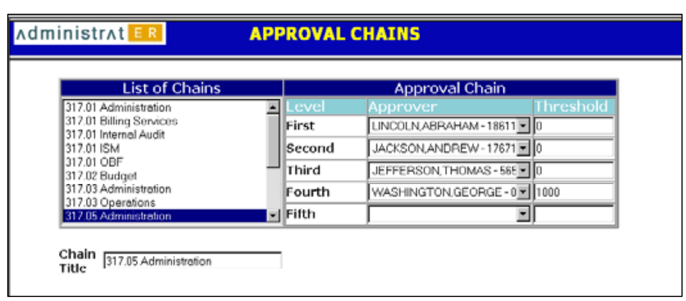
3. **User Profile - Personal Profile - Defaults window:**
   - Select the employee’s default **Approval Chain**, if appropriate



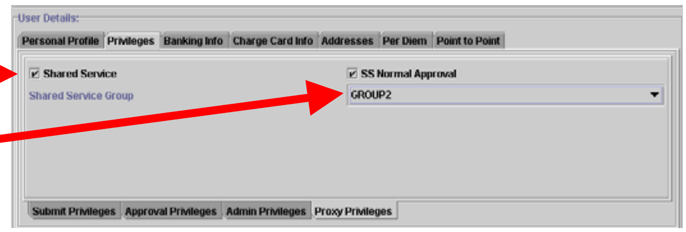
4. **User Profile - Privileges - Approval Privileges window:**
   - <u>If the employee is an Approver</u>, “check” the **Expense Report Approval** box.



- **Note:** After completion of Step 4, close the User Profile window and open the **Approval Chains** window. Add the employee to the appropriate Approval Chains(s). See page 13 for instructions.

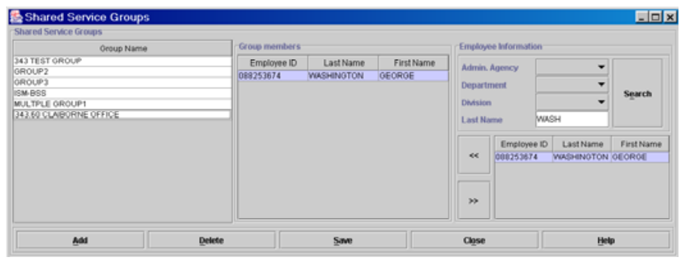


5. **User Profile - Privileges - Proxy Privileges window:**
   - <u>If the employee is a Proxy Submitter</u>, "check" the **Shared Service** box and
   - Select the appropriate **Shared Service Group** for whom s/he submits.

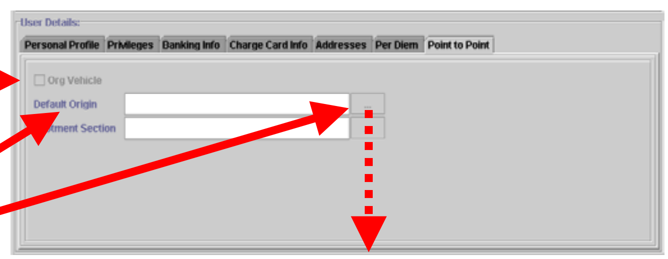


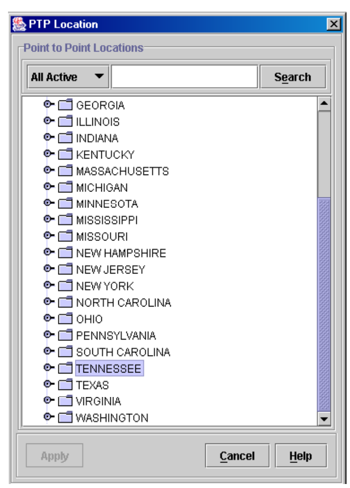
WARNING! The **SS Normal Approval** box must <u>always</u> remain "checked"

6. **Shared Service Groups window:**
   - <u>Only if the employee has no access to TRIPS</u>, assign to a Shared Service Group (see page 14).



7. **User Profile - Point to Point window:**
   - If the employee has the use of a State vehicle for travel, "check" the **Org Vehicle** box
   - Enter the employee's Official Station - select a location in the **Default Origin** field by clicking on the [...] button to call the **PTP Location** window.
     1. Click on the State,
     2. Click on the County,
     3. Click on the City,
     4. Click on **[Apply]**

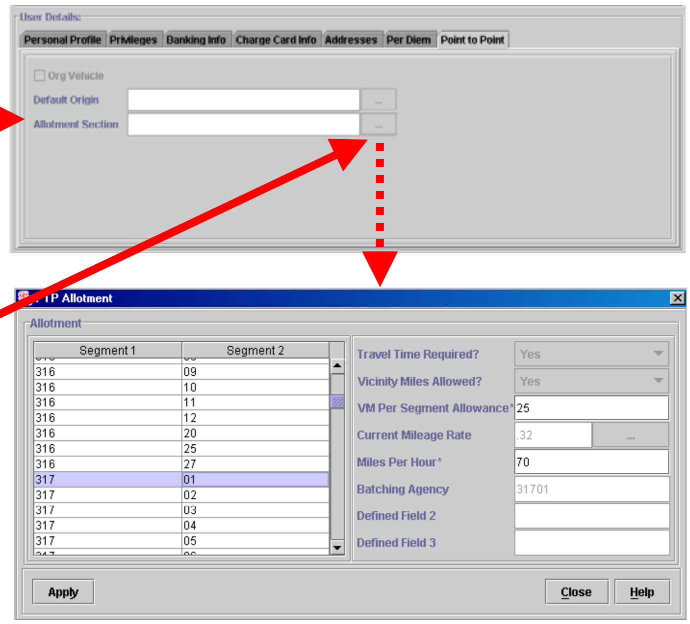




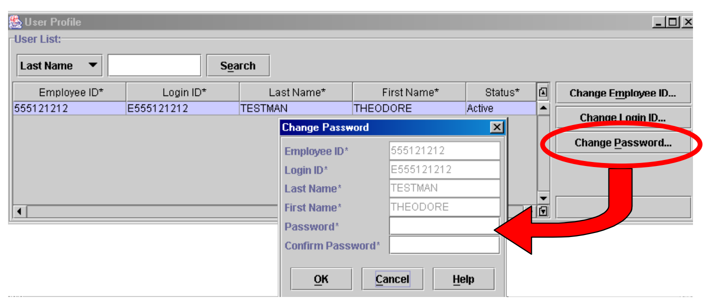
Continued…

- The employee's Allotment Code (Department.Division) will display in the **Allotment Section** field.
  If the employee will be subject to the travel rules and STARS batching of a different Division, select the appropriate Allotment Code from the **PTP Allotment** window by first clicking the selection button.

  - Highlight the appropriate Department/Division
  - Click **[Apply]**



8. If the employee is new to TRIPS, change the password in the **User List** section of the **User Profile** (see page 23) and provide the password to the employee in a secure manner.



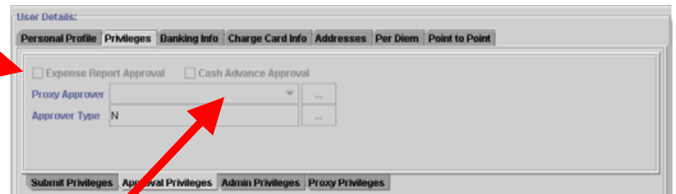
Instruct the employee to change his/her password and to complete her/his Personal Profile (see the Submitter/Approver Reference Guide and page 23).

9. If the employee is an existing TRIPS user, instruct her/him to validate the information in her/his Personal Profile and change her/his default Financial Code, if appropriate (see the Submitter/Approver Reference Guide and page 23).

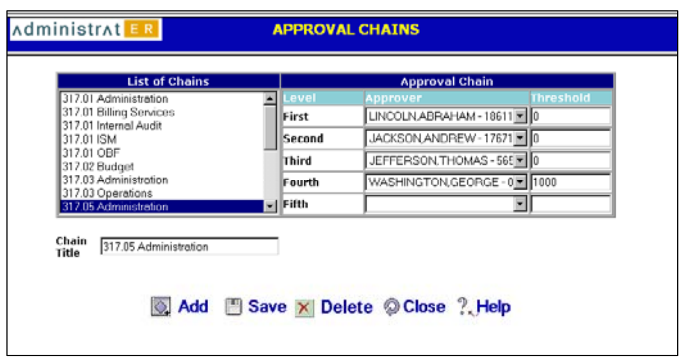
- **Employee is Terminated or Transferred-Out**

1. Verify that all of employee's Expense Reports have been final-approved.
   Terminated employees:
   - If there is an Expense Report pending approval, change the employee's **Status** to "Active" in the **User List** section of the **User Profile**.
   - Once all Expense Reports are final-approved, select/verify "Inactive" **Status**

2. If an Approver, open the **Privileges - Approval Privileges** window of the **User Profile** and "uncheck" the **Expense Report Approval** privilege box.

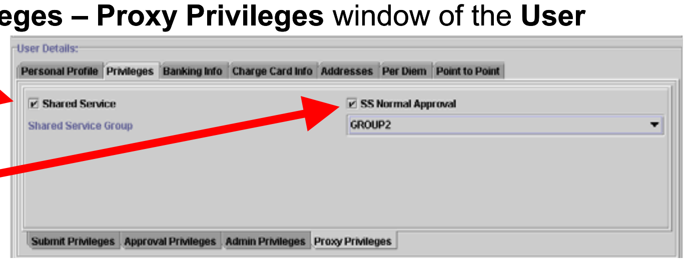


   - If there are any Expense Reports awaiting this person's approval, an error message will advise of the fact. If the employee is no longer present to complete the approvals…
     - Select an authorized **Proxy Approver** and click **[Save]**.
     - "Uncheck" the approval privilege boxes.
   - If the Approver is a member of any Approval Chains, an error message will advise of the fact.
     - Open the **Approval Chains** window and replace appropriate Approver in each Chain.
     - Click **[Save]** and **[Close]**.



     - Reopen the **User Profile – Privileges - Approval Privileges** window and "uncheck" the approval privilege boxes.

3. If a Proxy Submitter, open the **Privileges – Proxy Privileges** window of the **User Profile** and "uncheck" the **Shared Service** privilege box.



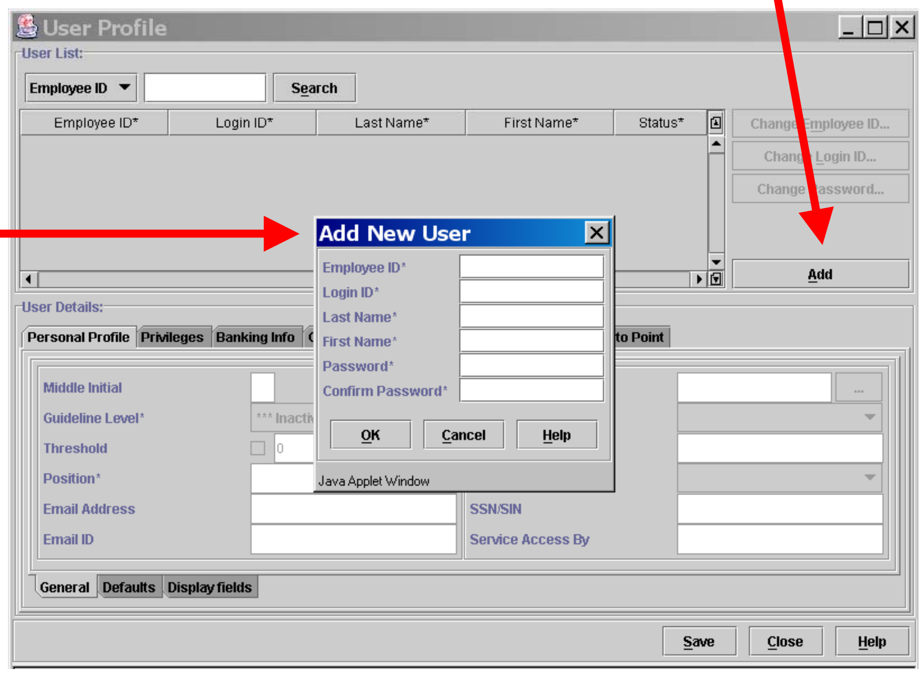
   WARNING! The **SS Normal Approval** box must **__always__** remain "checked".

- **Special Circumstances: A new employee is not in TRIPS or an Inactive employee has been rehired.**

These circumstances require special care, as desired default settings may not be present.

1. For a new employee not in TRIPS, open the **User Profile** and click on **[Add]**.

The **Add New User** window will open.



- Enter the following values (remember to always use UPPERCASE letters):

Field Name	Enter the Value
Employee ID	Employee Social Security Number
Login ID	STARS Vendor Number (‘E’ + Employee Social Security Number)
Last Name	Employee Last Name
First Name	Employee First Name
Password	Employee Password (see page 23)
Confirm Password	Re-enter the Password

- Click **[OK]**

- In the **User Details** Section, verify or enter information for each field value as follows:

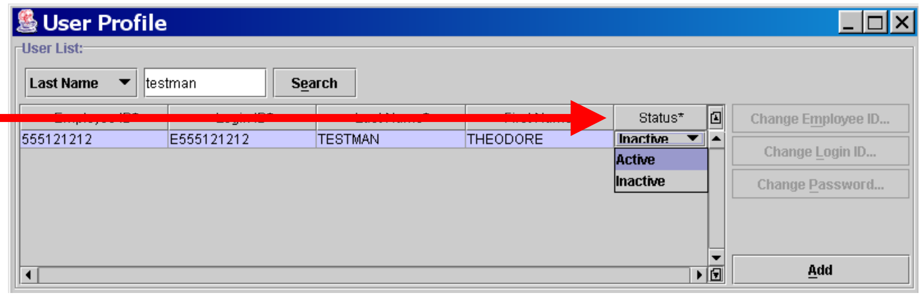
Field Name	Value
Personal Profile Section - General	
Middle Initial	Employee’s middle initial
Guideline Level	“General”

Field Name	Value
Threshold	No (unchecked)
Threshold Amount	0
Position	Department of Personnel–assigned number
Email Address	Employee's e-mail address
Email ID	*Leave blank*
Company	'State of Tennessee'
Administering Agency	Select the STARS Administering Agency code associated with the employee's assigned Allotment Code
Division	The employee's assigned Division number (4th and 5th characters of his/her Position number)
Department	Select the employee's assigned Department number (1st three characters of his/her Position number)
SSN/SIN	Employee's Social Security Number
Service Access By	Leave blank or enter the Login ID of another user who will create and modify Expense Reports for this employee
Personal Profile Section – Defaults	
Stale Route to	'Application Administrator'
Language	'English'
Financial Code	*Blank (employee must enter)*
Approval Chain	Select the appropriate Chain for this employee
User Class	'Non-Offline'
Auto Save Information Every	2
Date Range Activity Summary	90
Date Range Approver Summary	90
Currency	'USD'
Personal Profile Section – Display Fields	
Mileage	0
O/S Cash Advances	*Cannot change*
Privileges Section – Submit Privileges	
Cash Advance Submission	Yes (checked) if there is a possibility that this employee might receive a Temporary Travel Advance
Alter Personal Profile	Yes (checked)
Alter Charge Card Info	No (unchecked)
Alter Bank Info	No (unchecked)
Alter Password	Yes (checked)
Charge Card	No (unchecked)
User Defined Chains	No (unchecked)
Folio Wizard	Yes (checked)
Privileges Section – Approval Privileges	
Expense Report Approval	No (unchecked) unless the employee will be a TRIPS Approver
Cash Advance Approval	No (unchecked)

Field Name	Value
Proxy Approver	*Leave blank at this time*
Approver Type	"N" if approval privileges have been granted
Privileges Section – Admin Privileges	
Receipt Admin	No (unchecked)
Audit	No (unchecked)
AdministratER	No (unchecked)
Administrator Group	*Blank*
Privileges Section – Proxy Privileges	
Shared Service	No (unchecked), unless this employee will be submitting Expense Reports on behalf of other employees (Proxy Submitter)
Shared Service Group	If **Shared Service** is "yes", select the Group for which this employee will submit Expense Reports.
SS Normal Approval	Yes (checked)
Banking Info Section	*Not Used*
Charge Card Info Section	*Not Used*
Addresses Section – Home Address	The system does not use the information in this section so any entries are at the option of each Agency
Addresses Section - Office Address	The system does not use the information in this section so any entries are at the option of each Agency
Per Diem Section	
Expense Report Type	'Per Diem'
PTP Section	
Org Vehicle	No (unchecked), unless this employee is assigned a State vehicle for travel purposes.
Default Origin	Select the employee's Official Station from the table
Allotment Section	Select the employee's Department/Division from the table

2. For an employee with a TRIPS status of "Inactive", open the User Profile and locate the employee's record using the **[Search]** feature.

Change the employee's **Status** from 'Inactive' to 'Active'.

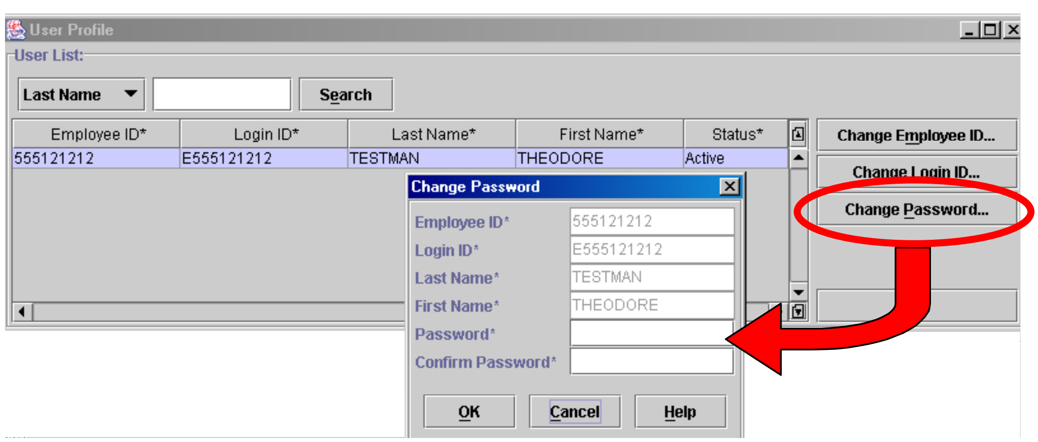


- Validate the information in the **User List** Section:

Field Name	Value
Employee ID	Employee Social Security Number
Login ID	STARS Vendor Number ('E' + Employee Social Security Number)
Last Name	Employee Last Name
First Name	Employee First Name
Status	'Active'

- In the **User Details** Section, verify or enter information for each field value as in Step 1, above.

- Click on **[Change Password]** and assign a password (see page 23)



Appendix

Contacts

Statewide Administrators:

Bob Lawson
F&A Division of Accounts
615.532.9278
Robert.Lawson@state.tn.us

Cindy Rittenberry
F&A Division of Accounts
615.741.6498
Cindy.Rittenberry@state.tn.us

For access to INFOPAC reports:

Cora Lee Daugherty
F&A Division of Accounts
615.741.0520
Cora.Lee.Daugherty@state.tn.us

For access to Crystal reports:

Bob Lawson
F&A Division of Accounts
615.532.9278
Robert.Lawson@state.tn.us

Cindy Rittenberry
F&A Division of Accounts
615.741.6498
Cindy.Rittenberry@state.tn.us

Mailing Address for all contacts:

Department of Finance & Administration
Division of Accounts
14th Floor
WRS Tennessee Tower
312 8th Avenue North
Nashville, TN 37243

Fax Number for all contacts:

615.532.2332

TRIPS Roles

The following roles/positions are defined for TRIPS

Role	Function Summary	Location	Created By	Authorization
Submitter	Enter and submit Expense Reports	Any Agency	SEIS database and Administrator	Department of Personnel
Proxy Submitter	Enter and submit Expense Reports on behalf of another employee	Any Agency	Agency Administrator	Each Agency
Approver	Approve Expense Reports (possibly altering certain fields)	Any Agency	Agency Administrator	Each Agency
Proxy Approver	Same as Approver, temporarily substituting for Approver	Any Agency	Approver or Agency Administrator	Each Agency
Auditor	Pre-Audit and Post-Audit Expense Reports	Comptroller's Office; F&A Division of Accounts	Security Administrator	Comptroller's Office and F&A Division of Accounts
Agency Administrator	Maintain User Profiles, build and maintain Approval Chains	Any Agency	Security Administrator	Each Agency and Division of Accounts
Statewide Administrator	Maintain most tables, monitor interface with STARS	F&A Division of Accounts	Security Administrator	Division of Accounts
Security Administrator	Grant Administrator and Auditor privileges; Monitor Agency Administrators and Auditors by daily review of report.	F&A OSTS	Security Administrator	F&A OSTS
Database Administrator	Assist in solving database problems; Perform any required table modifications not possible through AdministratER or NavMail	F&A OIR	F&A OIR	F&A OIR
Systems Administrator	Maintain system operation tables; Maintain NavMail	F&A OSTS Business Systems Support	Security Administrator	F&A OSTS
Technical Systems Support	Backup and restore the application and databases	F&A OIR	F&A OIR	F&A OIR
Production Services	Manage interfaces; upload Per Diem and Point-to-Point tables	F&A OSTS	F&A OSTS	F&A OSTS
Customer Support	Install software	F&A OSTS	F&A OSTS	F&A OSTS
Agency Technical Support	Install necessary software at agency	Any Agency	Any Agency	Any Agency

Frequently Asked Questions

General Procedures

- Direct-billed expenses – *Does TRIPS track expenses paid directly by the State?*

  No and Yes – TRIPS is a system for reimbursement of expenses paid by employees. TRIPS does not automatically record State-paid expenses. If an Agency desires to capture these expenses for reporting purposes, users must document them on Expense Reports using the "State Paid" *Method of Payment*.

- Estimated Costs – *Does TRIPS track estimated travel costs?*

  No – TRIPS is used to report actual expenses only.

- Lodging Providers – *Does TRIPS list hotels and motels that have agreed to accept the State of Tennessee or GSA CONUS rates?*

  No – The F&A Intranet site http://www.intranet.state.tn.us/finance/travel/hotel.html has a listing of providers that have agreed to accept the State rate when space is available. The Internet website http://hotelsatperdiem.com/ likewise has a listing of providers accepting the GSA CONUS rate at non-Tennessee locations. This status changes regularly so travelers should always inquire directly when making arrangements.

- Paperwork – *What paperwork is eliminated by TRIPS?*

  A signed Travel Claim Form FA-0080 is not required if you enter your own claim in TRIPS. There are no other changes in paperwork requirements.

- Receipts – *Must original receipts be submitted with a claim?*

  Yes –Original receipts must be sent to the Agency Fiscal Office, who will forward them to the Division of Accounts.

- Travel Advances – *Is TRIPS used to request and approve Temporary Travel Advances?*

  No – Temporary Travel Advances must be issued via normal STARS disbursement transactions. Once issued, they will be recorded as Cash Advances in TRIPS to permit automatic deduction from the next submitted Expense Report.

- Travel Authorization - *Can TRIPS be used to authorize travel?*

  No – Travel continues to be authorized using procedures established by the Department of Finance & Administration, the Department of Personnel, and each Agency. Travel authorization numbers are manually recorded on the TRIPS ER Summary window when the Expense Report is prepared.

Continued…

Troubleshooting

- Login - *What if I forget my Login ID and/or Password?*
  - ∗ Your Login ID is your Social Security number preceded by the letter “E” (e.g., ‘E419999999’).
  - ∗ Contact your Agency Administrator to request a new password (the Administrator cannot see your old password). Once you have successfully logged in, change the password to one of your own choosing.

- Login - *When I log in to the TRIPS application for the first time, I do not receive a screen that asks me to download the Java Runtime Environment version 1.3.1_09*

  If you are not asked to download the Java Runtime Environment version 1.3.1_09, then you can download it by following the link: Java Runtime Environment version 1.3.1_09. Make sure you click the hyperlink next to 1.3.1_09 on the page that is displayed.

  You must have administrator privileges for your PC to install these files. If you do not have administrator privileges, contact your agency information systems support group for assistance.

- Screen Locks Up - *What can I do if TRIPS “freezes” and I cannot enter information?*

  Make sure you are using the “active window”. TRIPS opens various “pop-up windows” when entering an Expense Report (e.g., Location entry form, Financial Code builder, date entry calendar, etc.). In any Microsoft Windows application such as TRIPS, there can be only one “active” window. Under some circumstances, the active window may become hidden. To locate the active window, hold down the **<ALT>** key and press the **<TAB>** key. Icons representing open applications will

  display on your screen:
  While continuing to depress the **<ALT>** key, repeatedly press and release the **<TAB>** key until a Java coffee cup icon  is outlined. Release the **<ALT>** key. If the active TRIPS window is not displayed, repeat the **<ALT><TAB>** process until you locate it.

  If this procedure is unsuccessful, it will probably be necessary to close TRIPS (as you would any other Windows application) and Login again.

- List boxes – *What if the item needed is not available in a (drop-down) list box?*

  Contact your Agency Administrator for guidance on using an alternative. If the Agency Administrator determines that a new choice should be added to the list, s/he will make a request to a Statewide Administrator.

Continued…

- General Help – *How do I resolve problems that are not covered by these FAQ?*

  The following resources are available to assist you:

  - Within the TRIPS application, on-line help is available by clicking a button on the main NavigatER window and on most windows within the application.
  - The TRIP customer website, found on the Internet and State Intranet under the Department of Finance and Administration, Division of Accounts topic "Travel Reimbursements" includes links to manuals and the computer based training application (CBT).
    - The CBT provides an excellent overview of TRIPS functionality
    - The *Submitter/Approver Quick Reference Guide* is a good resource for procedural issues
    - The *Submitter User Guide* and *The Approver User Guide* are detailed technical manuals
    - *Agency Setup & Maintenance Procedures Guide* is a reference for Agency Administrators
  - Each agency should have at least one TRIPS Administrator and other experts on the application. These experts are your first points of contact for unresolved problems. If they are unable to resolve the problem, they will seek assistance from a TRIPS Statewide Administrator or technical systems support personnel, as appropriate.

All NavigatER Windows

- Date Entry - *What is the proper format to enter dates?*

  The preferred method for entering dates is to use the calendar feature (double-click on the date field or, in some windows, click on the date button to call the calendar). Dates may also be entered manually using the format "MM/DD/YYYY" (e.g., 01/05/2004 for January 5, 2004).

- Locations – *What if the location/city I need is not in TRIPS?*

  - First, try different variations on spelling (e.g., La Vergne, Tennessee is spelled with a space between "La" and "Vergne"). In addition, certain words are abbreviated as follows:

Word	TRIPS Abbreviation
East	E
Fort	Ft
Mount or Mt.	Mt
North	N
Saint or St.	St
South	S
West	W

  - If you still cannot find your desired location, contact your Agency Administrator for assistance. If the Agency Administrator determines that the Location is not in the TRIPS tables, s/he will request that a Statewide Administrator add the Location, along with any applicable point-to-point mileages.

ER Summary Window

- Dates on the ER Summary Window – *Why do the "From" and "To" dates change on the ER Summary Window?*

  TRIPS NavigatER will default a "From" date equal to the earliest date on the ER Details Window, and a "To" date equal to the latest date on the ER Details Window. When you are ready to submit the Expense Report, go to the ER Summary Window and enter the correct dates and click on **[Submit]**.
  Note: If you return to the ER Details Window, the ER Summary Dates may change.

ER Details Window

- Per Diem Rates – *What if Per Diem Rates are incorrect?*

  Notify your Agency Fiscal Office, who will research the rate against GSA and State publications. If the Fiscal Office agrees that there is an error, they will contact a Statewide Administrator to request a rate change. In the interim, your Fiscal Office <u>may</u> instruct you to submit your Expense Report as follows:

  * If the rate is for Lodging,
    - Record the actual cost
    - Click on the **PD Guideline Summary** tab on the ER Summary window
    - Highlight the Lodging expense and click on **[Reason]**
    - Select the reason "Other" and enter an explanation in the field provided.
  * If the rate is for Meals & Incidentals and is too <u>high</u>, submit the Expense Report using the Category "Meals – Actuals (Daily)" and the correct amount. Explain the problem in the 'Description' field.
  * If the rate is for Meals & Incidentals and is too <u>low</u>, submit the Expense Report using the Category "Meals & Incidentals (Per Diem)", plus add a line using the Category "Meals – Actuals (Daily)" and the amount of the difference between computed and correct rates. Explain the problem in the 'Description' field.

- Rate Changes – *What do I do when rates change during a trip?*

  * If you are claiming Per Diem Meals and Incidentals, TRIPS will automatically pay the correct rate for each day of a trip, based on your stated location for that day
  * If you are claiming reimbursement for **Lodging** expense, enter distinct ER Details lines for nights on which locations and rates are the same:
    - If a hotel charges you different rates for different days, enter separate ER Details lines for each rate charged
    - If the allowed rate changes during a trip, enter separate ER Details lines for the days on which the allowed rate is the same (e.g., you spend four nights in Destin, Florida between April 29 and May 2. The allowed rate changes on May 1. Enter two nights Lodging expense dated April 30 and two nights dated May 2).
  * If you are claiming **Mileage Reimbursement** and drive past midnight on the day that the reimbursement rate changes, enter one PTP mileage segment for your travel prior to midnight, ending the segment at 23:59 at the Location (city) closest to you at that time. Enter a second segment beginning at 00:01 at the same Location and ending at your actual destination.

Point to Point (PTP) Window

- Point to Point Mileage – *What if TRIPS does not compute the mileage between two locations?*

  Notify your Agency Administrator, who will contact a Statewide Administrator to request that the mileage be added to TRIPS. In the meantime:
  - Use Location(s) that are geographically close to the actual Location(s)
  - Adjust the resultant point-to-point mileage by using Vicinity miles (plus or minus)
  - Explain the reason for your actions in the Description field

- Point to Point Mileage – *What if the mileage between two cities is incorrect?*

  Maps and mileage databases use varying locations within a city or town as the points to and from which mileage is computed. Normally, mileage variations between computation methods are attributable to this fact. If your actual mileage differs from the computed miles, your Agency may permit the use of Vicinity miles to add (or subtract) miles to the number computed. If you feel there is a serious mileage error, ask your Agency Administrator to forward your complaint to a Statewide Administrator for investigation.

- Rate Changes – *What do I do when rates change during a trip?*

  If you are claiming **Mileage Reimbursement** and drive past midnight on the day that the reimbursement rate changes, enter one PTP mileage segment for your travel prior to midnight, ending the segment at 23:59 at the Location (city) closest to you at that time. Enter a second segment beginning at 00:01 at the same Location and ending at your actual destination.

- Time Entry - *What is the proper format to enter times in the Point-to-Point window?*

  TRIPS requires that you use 24-hour (military) time. For hours after noon, add 12 to the time (e.g., 4:15 pm is entered as"1615").

- Time Zones – *How should I enter Point-to-Point times when crossing time zones?*

  Each Agency should establish policy in this area. TRIPS will function properly if all times are entered based on the same time zone (e.g., entering all times based on the time at your Official Station). If actual local times are used and you are traveling from East to West, you may experience one of two problems:
  (1) If your travel time was less than an hour, TRIPS will reject the entry because your arrival time will precede your departure time;
  (2) If travel time exceeds an hour, TRIPS may flag the mileage segment for excessive speed. If this happens, explain the circumstances in the Description field.

Continued…

- Saving Point-to-Point Mileage Reimbursement Expense Reports – *How do I save my work when in the Point-To-Point mileage window?*

  It is recommended that you save your work frequently, as communication outages may result in the loss of your data. When in the Point-to-Point Window, [Update] the last mileage segment and click [OK]. You will return to the ER Details Window where you can then click [Save]. Click on the [PTP] button to return to the Point-To-Point window.

Trip Info Window

- Trip Info Window – *When do I use the TRIP Info window?*

  Create a “trip” in the Trip Info Window <u>only</u> when you are claiming Per Diem (Lodging or Meals & Incidentals) expenses for overnight travel. After creating the trip, enter your expenses in the ER Details window. With a Per Diem (M&I or Lodging) expense row highlighted, switch to the Trip Info window and ‘click’ on the related trip (it’s *Status* will then show “Working”). Return to the ER Details window where the trip will now be “associated” with the expense. TRIPS NavigatER requires the trip information to compute Meals & Incidentals reimbursement and to edit a Lodging Room Rate.

Glossary of Terms

AdministratER An Internet-based software application used to configure and maintain various TRIPS database tables.

Agency Administrator A User that has been granted access to TRIPS AdministratER for purposes of configuring certain system tables. By internal control policy, an Administrator may not also be an Approver.

Approval Chain 1-5 Approvers whose action is required for final approval of an Expense Report. Expense Reports pass electronically in a designated sequence from the first member of the chain to the last.

Approval Hierarchy The Approval Hierarchy represents the electronic path of an Expense Report through one or more Approval Chain(s). The default hierarchy is the hierarchy that was last used when the User submitted an Expense Report.

Approver A TRIPS User with authority to:

- Reject or approve Expense Reports for payment and/or
- “Approve” the recording of Temporary Travel Advance amounts

Approver Expense Recovery A function that allows an Approver to reduce a portion of an Expense Report’s reimbursement amount. When an expense item is reduced, a recovery icon  will appear beside the designated expense item. The expense item will not reflect the reduction amount; only the reimbursement amount will be affected.

Approver Threshold When an Approver is assigned to an Approval Chain, the Approver is allocated a threshold amount of $0.00 or greater. This value represents the minimum reimbursement amount necessary for an Expense Report to be sent to that Approver for action. If the reimbursement amount is less than the Approver’s threshold amount, the file will skip the Approver and continue on the next Approver in the Approval Chain (or will be batched to STARS if the skipped Approver is the last in the Chain).

AuditER An Internet-based software application used to audit any approved TRIPS Expense Report. Access to AuditER is restricted to the F&A Division of Accounts and the Comptroller’s Division of State Audit.

Cash Advance The amount of a Temporary Travel Advance issued through STARS. The Cash Advance is recorded in TRIPS to permit the reduction of the amount of the employee’s subsequent Expense Report.

Category A pre-defined description of an expense that is directly related to a STARS Object code. When the User records an expense on an Expense Report, s/he must select, from the Category drop-down list, the Category that best describes that expense.

Glossary of Terms

CONUS	Continental United States. In TRIPS, a Per Diem rate schedule maintained by GSA for the 48 contiguous United States (excluding Alaska & Hawaii).
Default Approval Chain	A mandatory Approval Chain added to the top of a User's Approval Hierarchy. The User cannot modify or remove the Default Approval Chain.
Default Financial Code	A User's Default Financial Code represents the STARS accounting code s/he will use most often. It will automatically appear in the FC field of each new expense line added to the User's Expense Report but may be changed. The User enters her/his default Financial Code within the Personal Profile window.
Event Log	A chronological list of events that have taken place during the life cycle of an Expense Report including date, time, and the name of any person taking action.
Expense Category	See 'Category'
Expense Report	An electronic file used to record and request reimbursement for expenses incurred by an employee on behalf of the State that include, but are not limited to, travel expenses.
File Number	An Expense Report or Cash Advance request is assigned a file number by the TRIPS when the file is first created. The file number is a unique combination of: the employee ID, a two-letter code indicating whether the file is an Expense Report or Cash Advance request, and a system-generated sequential number.
Financial Code	Information designating how an expense should post in STARS (i.e., to what Department, Division, Fund, Cost Center, Grant/Sub Grant, Agency Object, and Location codes).
Guideline	A spending limit that, if exceeded, will result in the expense line being flagged. The guideline amount can be seen in the Guideline field located in the bottom right corner of the ER Details tab.
Guideline Level	A categorization of Users that is used to define: • Which Expense Categories the User may choose • The User's spending limits (Guidelines) for each Category
GSA	General Services Administration. The Federal agency that is responsible for establishing per diem rates for domestic government travel (applicable outside the State of Tennessee).
Login ID	A unique identifying code that permits each User to access TRIPS application software. The Login ID is generally the User's STARS Vendor number (Social Security number preceded by the letter 'E').

Glossary of Terms

Method of Payment	A field on the ER Details Tab, that allows selection of how an expense was paid, either by "Out of Pocket" (by the employee) or "State Paid".
NavigatER	An Internet-based software application using a "web browser" to create, submit, approve, and track employee expense reimbursement Expense Reports.
Period of Performance	A feature that allows the Application Administrator to place time restrictions for when a financial code may be accessible or when a reimbursement rate is in effect.
Personal Pick List	Each User has personal pick lists that can be used to store frequently used financial codes, expense providers, and line purposes.
Personal Split Formula	A Personal Split Formula stores the financial codes and split percentages used most often when splitting the cost of an expense item between two or more financial codes. Using a Split Formula saves time versus entering the split information manually.
Personal Profile	Information required for each User that defines the User's access privileges within NavigatER along with personal information such as address, phone number and other pertinent information.
Proxy Approver	A TRIPS User with approval authority who has been granted temporary rights to approve/reject Expense Reports on behalf of another Approver. The Proxy Approver will also receive system-generated e-mail notifications in place of the primary Approver.
Proxy Submitter	An Agency employee that has been granted rights to submit Expense Reports on behalf of other employees (see Shared Service).
Reimbursement Amount	The total amount being claimed as a reimbursable business expense by a Submitter on an Expense Report. Once the Expense Report has been approved, the reimbursement amount represents the amount owed to the Submitter.
Rejected	A file status indicating that an Expense Report or Cash Advance request was rejected by an Approver.
Report Number	A sequential number automatically generated by TRIPS to uniquely identify a User's Expense Reports.
Reroute	If a file becomes stale during the approval process, a Statewide Administrator may reroute the file to another Approver.
STARS	State of Tennessee Accounting and Reporting System

Glossary of Terms

Service Access	A feature that allows a User to give another User access to his/her login account to create and modify (but not submit) an Expense Report on his/her behalf.
Shared Service	A feature that allows a Proxy Submitter to submit Expense Reports and view history for other employees. Proxy Submitters are granted Shared Service privileges for a defined Shared Service Group.
Shared Service Group	A group of one or more employees on behalf of whom TRIPS access is granted to one or more Proxy Submitters.
Stale	If an Approver fails to approve or reject an assigned file within the stale date interval, that file will become "stale". A Statewide Administrator may either reroute the stale file to another Approver or skip the Approver who allowed the file to become stale (the final Approver cannot be skipped).
Stale Date Interval	The designated time period in which an Approver must either approve or reject an assigned Expense Report or cash advance request. If an Approver does not approve or reject a file within the stale date interval the file will become stale.
Statewide Administrator	A Department of Finance & Administration, Division of Accounts employee that has been granted access to the TRIPS AdministratER module for purposes of configuring system tables. Statewide Administrators are responsible for overall system management.
Submitter	A User who submits an Expense Report or Cash Advance request
Systems Administrator	A Department of Finance & Administration Information Systems Management staff person who is responsible for computer hardware and software installation, configuration, and troubleshooting, as well as the operation of interfaces between TRIPS and other systems.
TRIPS	Travel and expense Reimbursement and Information Processing System
Unsubmitted	A file status indicating that the Expense Report or Cash Advance request has been saved but has not yet been submitted for approval.
User	A State employee with access to the TRIPS NavigatER module.

Forms

The forms on the following pages are available in Microsoft Excel format from a Statewide Administrator

State of Tennessee
Department of Finance & Administration
Travel Reimbursement Information Processing System (TRIPS)
Approval Chain Structure

Department Name:	
Division Name:	
Approval Chain Name:	.
	Dept. Div. Name (23 characters maximum)

Approver Information

Approval Chain Level		First Name	Last Name	SSN	Approver Type	Threshold Amount
1st	Primary					$ -
	Alternate					
2nd	Primary					$ -
	Alternate					
3rd	Primary					$ -
	Alternate					
4th	Primary					$ -
	Alternate					
5th	Primary					$ -
	Alternate					

Prepared By:

____
Name

______________________________ ______________________
Signature Date

Form FA 0965
(Rev. 11-04)

State of Tennessee

Department of Finance & Administration

Travel Reimbursement Information Processing System (TRIPS)

Approval Chain Structure with Assigned Employee Information

Department Name:

Division Name:

Approval Chain Name: .

Dept. Div. Name (23 characters maximum)

Approver Information						
Approval Chain Level		First Name	Last Name	SSN	Approver Type	Threshold Amount
1st	Primary					$ -
	Alternate					
2nd	Primary					$ -
	Alternate					
3rd	Primary					$ -
	Alternate					
4th	Primary					$ -
	Alternate					
5th	Primary					$ -
	Alternate					

	Employees Assigned to Approval Chain .									Default STARS Codes for Expenses						Proxy Submitter	
	Default Chain?	First Name	Last Name	SSN	E-mail Address	Official Station	State Car?	Traveler Class.	Point-to-Point Allotment Code	Cost Center	Fund	Grant	Sub Grant	Agency Object	Location	Group Name or Individual Name	SSN if Individual
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	

Form FA 0962
(Rev. 11-04)

State of Tennessee

Department of Finance & Administration

Travel Reimbursement Information Processing System (TRIPS)

Shared Service Group with Assigned Proxy Submitter

Department Name:		
Division Name:		
Shared Service Group Name:	.	
	Dept. Div.	Name (23 characters maximum)

Proxy Submitter Information

	First Name	Last Name	SSN	E-mail Address
Primary				
Alternate				
Alternate				
Alternate				

Employees Assigned to Shared Service Group

	First Name	Last Name	SSN	E-mail Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

State of Tennessee
Department of Finance & Administration
Travel Reimbursement Information Processing System (TRIPS)
User Profile Data Collection

Fields marked with an asterisk (*) are optional, as appropriate

Employee Name ______ ______ ______
Last First MI

Social Security Number ______

Guideline Level
Employee classification per Travel Regulations
- ☐ General
- ☐ Department Head
- ☐ Board Member
- ☐ Other ______

E-Mail Address ______ *e.g., Edward.Employee@state.tn.us*
The address where the employee wishes to receive automated notifications from TRIPS. A home address is acceptable.
If a Proxy will submit Expense Reports on behalf of the employee, this would normally be the Proxy's E-mail address

Proxy Submitter* ______ ______
Proxy Group Name or Individual's Name SSN if Individual
Another employee with permission to submit Expense Reports for this employee

Default Financial Code* ______ . ______ . ______ . ______ . ______ . ______ . ______
Default STARS Code for employee expenses
Department Division Cost Center Fund Grant* & SubGrant* Agency Object* Location*

Primary Approval ______ **or** ______ & ______
Approval Chain Name First Approver Name & SSN
Who will normally approve this employee's claims
☐ Approval Chain should be set as Default (employee must use this Chain)

Approval Privileges: ☐ Employee is authorized to approve Expense Reports
Approver Type: ______

State Vehicle ☐ Employee is assigned a State vehicle for travel use

Default Origin ______ ______
Employee's Official Station
City State

Point-to-Point Allotment Code ______
Department Division
The Agency (Division) that determines the mileage reimbursement policy (e.g., Vicinity miles) for the employee

Prepared By: ______ ______ ______
Name Signature Date

Form FA 0966
(Rev. 11-04)

State of Tennessee
Department of Finance & Administration
Travel Reimbursement Information Processing System (TRIPS)
Point to Point Allotment Maintenance Table Configuration

STARS Allotment Code ____________________
Department . Division Number

Travel Time Required? ☐ **Yes:** *User must enter start and stop times when entering mileage. The system will compute the average speed of the segment (MPH).*

Miles Per Hour: __________

Maximum speed for a trip segment, above which a flag will result.
MPH is computed only when "Travel Time Required?" is "Yes"
Note: The maximum permissible value for this field is 70 mph

☐ **No:** *User may not enter times when entering mileage (No speed computed)*

Vicinity Miles Allowed? ☒ **Yes:** *User may enter Vicinity mileage (required to adjust for deviations from computed point-to-point mileage)*

Vicinity Mileage Per Segment Allowance: __________

Maximum number of Vicinity miles a User may enter per segment.
Mileage in excess of this amount will cause the line to be flagged.

Mileage Rate **$0.38** *The rate (in dollars) for mileage reimbursement*

Effective Start Date for Rate: **01-Jan-2005**

Effective End Date for Rate: **30-June-2050**

STARS Batch Code ______________ *The code used to group and batch STARS transactions*
Batch Department.Division

Name of Agency Fiscal Officer or Agency Head	Signature	Date

This form must be submitted to the Division of Accounts, Department of Finance & Administration, for each Allotment Code subject to STARS Objects 01 and 03 expenditures

Form FA 0964
(Rev. 11-04)

State of Tennessee
Department of Finance & Administration
Travel Reimbursement Information Processing System (TRIPS)
Security Maintenance

Agency Name ______________________________

Privilege Requested

- ☐ Agency Administrator for any and all Allotment Codes within the following STARS Administering Agency Code: ____________
- ☐ Agency Administrator for the following Allotment Code: ____________
  (Administrator must be assigned to this Allotment Code in SEIS)
- ☐ Reporting Access for Administering Agency Code: ____________
- ☐ Auditor (Comptroller Division of State Audit or F&A Accounts *only*)
- ☐ NavMail Administrator (F&A OSTS *only*)
- ☐ Security Administrator (F&A OSTS *only*)
- ☐ Statewide Administrator (F&A Accounts *only*)
- ☐ Systems Administrator (F&A OSTS *only*)

Name ______________________________

Position ______________________________

Social Security # ____________________ RACF ID # ____________

E-mail Address ______________________________

Telephone ____________________ State Employee ? ___ (Y/N)

Work Address ______________________________

Does this person currently have access to TRIPS AdministratER? ___ (Y/N)

For Administrators:
I agree to limit my access to TRIPS tables to the minimum extent necessary to carry out the functions assigned to the specific Administrator role in the TRIPS Procedure Manual and AdministratER Configuration Manual. I will not simultaneously serve as a TRIPS Approver.

____________________ Signature ____________ Date

Authorized By:

____________________ Name of Agency Fiscal Officer or Agency Head ____________________ Signature ____________ Date

For Division of Accounts Use:

____________________ Approved By ____________________ Signature ____________ Date

Administrator Type: ____________ Filter By: ☐ Admin. Agency

Group Name: ____________ ☐ Dept. and Div.

Requested privileges may be granted only by the TRIPS Security Administrator, following approval by the Division of Accounts, Department of Finance and Administration

Form FA 0963
(Rev. 11-04)

F&A Computer System Action Sheet

REQUEST FOR ACCESS TO STARS REPORTS ON INFOPAC

Name: ____________________________ **Start Date:** ______________________
SSN: ____________________________ **Allotment Code:** ______________________
Phone #: (_____)____________________ Division/Section: _____ /______________

REQUESTING ACCESS TO DEPT/DIV: ___________ PRINT CAPABILITY ☐YES ☐NO

EMPLOYEE RACF ID: __________________

INDICATE REPORTS TO BE ACCESSED:

MONTHLY REPORTS

☐	AG05B801	MONTHLY ACCOUNTING REPORT
☐	AG05B802	MONTHLY ACCRUED LIABILITY TRANSACTIONS
☐	AG05B803	MONTHLY ALLOTMENT STATUS REPORT
☐	AG05B804	MONTHLY EXPENDITURE TRANSACTIONS
☐	AG05B807	REPORT OF OUTSTANDING ENCUMBRANCES AND REQUISITIONS
☐	AG05B808	ESTIMATED VERSUS ACTUAL REVENUE BY DEPARTMENT
☐	AG05B820	SPENDING/RECEIPT PLAN YTD STATUS REPORT
☐	AG05B821	SPENDING/RECEIPT PLAN QTD STATUS REPORT
☐	AG05B822	SPENDING/RECEIPT PLAN YTD STATUS REPORT BY PROGRAM LEVEL
☐	AG05B823	SPENDING/RECEIPT PLAN YTD STATUS REPORT BY ORG LEVEL
☐	AG05B829	GRANT STATUS REPORT
☐	AG05B830	SCHEDULE OF GRANT ACTIVITY
☐	AG05B831	STATUS OF GRANT REVENUES
☐	AG05B832	MONTHLY - GRANT DRAWDOWN REPORT
☐	AG05B834	GRANT EXPENDITURES BY OBJECT
☐	AG05B835	GRANT EXPENDITURES BY OBJECT
☐	AG05B836	MONTHLY GRANT EXPENDITURES BY GRANT FIELD
☐	AG05B837	PROJECT STATUS REPORT BY OBJECT CODE
☐	AG05B838	PROJECT STATUS REPORT BY RESONSIBILITY LEVEL
☐	AG05B839	ESTIMATED VERSUS ACTUAL DEPARTMENTAL REVENUE BY PROJECT
☐	AG05B840	REPORT OF MONTHLY REVENUE TRANSACTIONS
☐	AG05B841	REPORT OF MONTHLY EXPENDITURES BY OBJECT
☐	AG05B842	REPORT OF TRAVEL ADVANCES
☐	_________ OTHER	____

DAILY REPORTS

☐	AG05B361	EDIT ACTIVITY ERROR REPORT
☑	AG05B425	TRIPS DAILY PROFILE MAINTENANCE BY AGENCY
☐	AG05B825	DAILY SUMMARY OF WRITTEN WARRANTS
☐	AG05B827	DAILY SUMMARY OF WARRANTS TO BE WRITTEN
☐	AG05B828	BATCH SUMMARY OF ERRORS AND COMPLETED BATCHES
☐	AG05B833	DAILY GRANT DRAWDOWN REPORT
☐	AG05B851	DISBURSEMENT VOUCHER PAYABLE REGISTER-DAILY TRANS POSTED
☐	AG05B858	DAILY TRANSACTONS POSTED
☐	AG05B511	GENERAL LEDGER/TRANSACTION CODE CROSS REFERENCE
☐	AG05B528	TRANSACTION CODE DECISION TABLE
☐	_________ OTHER	____

APPROVED BY: ____________________________________ ______________________
DEPARTMENT BUDGET/FISCAL OFFICER TELEPHONE #

RETURN TO: ATTN: CORA LEE DAUGHERTY (615) 741-0520
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF ACCOUNTS
14TH FLOOR, WILLIAM R. SNODGRASS TENNESSEE TOWER
NASHVILLE, TN 37243